City of Lemon Grove
Lemon Grove Community Library

Appendix 5
Library Building Program

Submitted in partial fulfillment of the
California Reading and Literacy Improvement and Public
Library Construction and Renovation Bond Act of 2000

June 14, 2002

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Overview and Introduction

The City of Lemon Grove's Community Library Needs Assessment and Plan of Service respectively document community needs and proposed library service solutions to those needs. This Library Building Program describes the physical facility required to provide optimum service to the Lemon Grove public in light of these previously prepared documents. The Community Library Needs Assessments estimates facility requirements at 13,627 assigned square feet. This Building Program describes a library of 13,551 assigned square feet, with a net-to-gross square-foot ratio of 23% for a final Community Library total of 17,599 gross square feet.

All three documents were prepared as part of the City's application for funds from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 (Library Bond Act or Proposition 14).

The Lemon Grove Community Library is needed to unite and integrate individual and collaborative solutions to problems related to Lemon Grove citizens' literacy and language needs, cultural awareness, community gathering, and technical connectivity. The Needs Assessment and Plan of Service make a strong case for the cost effectiveness of offering these solutions from one centrally located facility. Lemon Grove's population demonstrates commitment to obtaining equitable access to information and services; it also clearly enjoys a close-knit small-town feel.

The City has no permanent, proactively designed public library facility. Without the new library, the City is in danger of seeing solutions to the above problems arbitrarily developed and geographically dispersed. It will lose the technical momentum it has gained, and the opportunity to offer this ethnically diverse population a place to interact and learn from each other will evaporate.

The Library Plan of Service encompasses a Library Operating Agreement between the City and the San Diego County Library (SDCL) to manage the library's collections, programs, and staffing plans. The Lemon Grove Community Library will play a role in the County's overall library service jurisdiction, including extending to neighboring cities the benefits of these quality services.

Relationship of the Library Building Program to the architectural design process

This Building Program correlates to the Civic Center Block site chosen for the new library. This relationship facilitates Proposition 14 Library Bond Act intentions, such as: continued momentum on the project upon grant award; identification of site-related costs, verification of the site's availability and appropriateness, proximity to public transit, and the architect's ability to develop conceptual plans. The Building Program also attempts at all times to emphasize and correlate proposed functional relationships to the needs identified in the Community Library Needs Assessment, including non site-related concerns. Although somewhat patterned after LibrisDESIGN software parameters, it is highly customized to the City of Lemon Grove.

This Building Program is written for the library building team members, who may or may not have experience constructing a library or managing a library construction project. It will be the basis for the internal functional and spatial organization of the library design. It will inform conceptual design and final blueprints, communicating identified requirements and inherently keeping Plan of Service goals in the forefront. For example, it assists planning for the crucial integration of San Diego County Library (SDCL) technology with Lemon Grove School District's LemonLINK infrastructure (see Library Plan of Service), as well as integrating local cultural exhibits and flair. It also provides for the translation of the Joint Venture Agreement into physical space requirements.

Building design proceeds from the "inside-out," i.e. spaces and circulation systems are organized according to the dictates of the Building Program; and from the "outside-in," based on the opportunities and constraints offered by the building site and its context. To the extent that the architect can creatively balance these two sets of forces and marry them through a strong design concept, the ultimate solution will be successful.

Roles and interrelationships of the library building team members

The City is the owner of the Lemon Grove Community Library. Building team members include City management and the community, chosen architects, engineers, project managers, construction contractors, interior designers, the San Diego County Library, the Friends of the Lemon Grove Community Library, the Lemon Grove Historical Society, and the Lemon Grove School District.

The community's demonstrated interest and high level of involvement in the Needs Assessment process presuppose a similar involvement in the final architectural design process. City management is committed to shepherding the Proposition 14 process through to completion. The City's significant investment has not been academic; its top priority is to construct this library. As owner, the City will manage the roles of the library building team members with the same spirit of open communication and ultimate dedication to improved citizen welfare exemplified during the Needs Assessment process. City management envisions and expects the community to contribute to the library's interior design plan.

The Building Program will serve as the agreed-upon basis for collaborative planning. The City, or City-designated consultant, will make or approve overall project decisions, check plans, and manage punch lists. The City will work in consultation with San Diego County Library management to plan for optimum service delivery.

Preliminary Project Time Schedule

Schematic plans completion	04/01/03
Design development plans completion	07/01/03
Working drawings (90%) completion	11/01/03
Construction documents completion	01/01/04
Project advertised for bid	01/15/04
Start of construction	04/01/04
Completion of construction	10/01/05
Opening of library building to public	**12/01/05**

Preliminary Project Budget

Construction (18,000 sq. ft. x $220)	$3,960,000
Contingency (10%)	$396,000
Site development	$342,596
Site demolition	$12,800
Furnishings and Equipment	$213,144
Signage	$24,600
Architectural and Engineering fees	$321,786
Total projected cost	**$5,270,926**

General Requirements of the Library Building

a. Occupancy by staff and patrons.

After opening day, the City anticipates a very high surge in the daily visitor count, eventually settling down to 500-600 daily. Library literature and anecdotal evidence indicate new libraries draw many visitors. Eighty-four percent of Lemon Grove's 25,000 citizens are San Diego County Library cardholders, indicating potentially high and sustained patronage. The Community Library's aesthetics, emphasis on programs and visual attractions, in addition to its site adjacent to Civic Center Park, transit stations, and pedestrian-accessible shopping, are designed to attract visitors. Staff will also benefit from the library's site near restaurants and shopping, and they will enjoy the Park during breaks.

In addition to gathering for meetings and events, Lemon Grove's residents are anticipated to use the library for browsing and recreational material, specific literacy improvement activities such as tutoring, and to use computers. These patterns of use dictate good placement of new materials and clearly labeled spaces. People picking up a video on the way home from work should not have to walk through quiet areas. The overall interior design will enhance all occupants' library experience.

Classification	Sub-classification	Type of seating (maximum)	Amount of seating
Public occupancy	General readers' seating	Reader's seats	93
	Computer seating (public)	Computer workstations	29
	Meeting room seating	Stackable chairs	80
	Children's program area	Children's folding chairs	20
		Subtotal	**222**
Staff occupancy	Public Services	Reference/Children's desk	2
		Circulation desk	3
	Technical Services	Staff workroom	6
		Staff lounge	6
		Children's work room	1
		Librarian offices total	2
		Subtotal	**20**
Friends of Library		Workers	**3**
		Total Persons	**242**

b. Type and size of collections

Lemon Grove's projected collection is comprised of multiple format materials, including books, audiotapes, compact disks, music CDs, and periodicals. At 55,000 items, it represents a 12% increase in collections. The collection's allocation is summarized in the following chart.

Total Collection Square Feet	**4,312**
Volumes per square foot (average)	**12.8**

3.0 Informal Reading and Browsing

3.1 New Book Display			100
50 new books/non-print materials			
SF 60"H shelving w/ 5 slanting face-out shelves	3	20	60
150 new books, spine out			
DF 60" H shelving w/ 10 shelves	2	20	40

4.0 Reference Services

4.2 Reference Collection				297
2,275 volumes including children's reference and homework helpers				
DF 60"H shelving w/ 10 shelves @ 180 vols./unit	14	18	252	
200 ready reference books behind desk, including children's				
SF 42" H, 3 shelves @ 64 vols./unit	3	15	45	
4.3 Reference Desk				160
Special use collections:				
Atlas Case	1	25	25	
Dictionary stand	1	10	10	
Map Case	1	35	35	
Index Table	1	75	75	
Pamphlet File (three-drawer vertical file)	1	15	15	

5.0 Audio-Visual Library

5.1 Audio-visual collection				210
1,072 Video Cassettes and DVDs				
DF 60" H multi-media shelves @ 300 videos/unit	5	18	90	
825 Music Compact Discs (825)				
CD easy-open drawer browsing bins @ 600 CDs/unit	2	24	48	
921 Audiocassettes and books on CD				
DF 66" H @ 300 items/unit	4	18	72	

6.0 Adult Fiction Collection

6.1 Adult Fiction				726
3,452 general fiction				
DF 84" H @ 336 vols/unit	14	18	252	
921 Mysteries				
DF 84" H @ 336 vols/unit	4	18	72	
921 Romance				
DF 84" H @ 336 vols/unit	4	18	72	
921 Science Fiction/Fantasy				
DF 84" H @ 336 vols/unit	4	18	72	
767 Large Print (fiction and non-fiction)				
DF 84" H @ 336 vols/unit	3	18	54	
690 Westerns				
DF 84" H @ 336 vols/unit	3	18	54	
Paperbacks - 1,050 volumes on spinner racks	3	50	150	

7.0 Non-Fiction Collection

7.1 Non-Fiction Collection				1,332
18,720 Non fiction/ YA non-fiction and foreign language books				
DF 84" H @ 336 vols./unit	74	18	1,332	

8.0 Periodicals Collection

8.1 Current Magazine and Newspaper Display 145
Up to 100 current magazines

    SF 66"H Magazine Display Shelving w/ 4 Shelves

    @ 16 magazines each | 7 | 15 | 105

10 Current newspapers or newsprint magazines

    60" H newspaper rack with 10 newspapers | 1 | 40 | 40

SF 66"H Magazine Display Shelving w/ 4 Shelves @ 16 magazines each	7	15	105
60" H newspaper rack with 10 newspapers	1	40	40

9.0 Young Adult (YA) Services

9.1 Young Adult Collection 199
1,485 Young Adult fiction

DF 60" H @ 240 vols./unit	8	18	144

10 Young Adult Periodicals (10 titles)

SF 66"H Magazine Display Shelving w/ 4 Shelves	1	15	15
Young Adult Paperbacks (300 vols. on rotating display)	1	40	40

10.0 Children's Library

10.2 Children's Collection 1,143
4,802 Easy Readers and picture books (calculated at 20 per linear foot)

DF 42" H @ 360/unit	18	18	324

10.3 Juvenile Collection
4,930 Juvenile fiction (12 per linear foot)

DF 60" H @ 360/unit	18	18	324

4,760 Juvenile non-fiction (12 per linear foot)

DF 60" H @ 360/unit	18	18	324
1,000 juvenile paperbacks (spinner racks)	3	40	120
10 Juvenile periodicals	1	15	15

234 Audiocassettes, books on CD, and music CDs

DF 60" H 10 multi-media shelves@ 300 items/unit	2	18	36

10.5 Children's Reference   Included with adult

c. Flexibility and expandability

Because of the projected relative stability of the Lemon Grove population base and the physical constraints of the Civic Center site, it is not anticipated that the library will expand physically in the future. Flexibility to reallocate space to accommodate changes in library use patterns or community needs must be incorporated into the initial facility design. The primary consideration is to ensure that architectural elements not hinder placement of book stack shelving, which is based on 36" linear inch-wide shelves. Shelving has been planned for 42" clearance between stacks.

Floor loading capacity and book stack anchorage must meet State of California seismic safety requirements.

The library spaces should be designed to accommodate internal flexibility, particularly because some collections may grow as others reduce. Electronic and audio-visual media have grown substantially in recent times, and the physical design of the library needs to accommodate future media and technology transitions that are unknown today.

Personal computer manufacturers are producing increasingly smaller units and monitors.   The LemonLINK Windows terminals (Winterms^{TM}) prescribed for the Lemon Grove Community Library already save desktop space and allow for more computers than those with traditional "towers."   The library accommodates both, with a flexible power, voice, and data communication wiring system. Power, voice, and data ports must be liberally distributed throughout the building, even in space proposed for book stacks, to accommodate future rearrangements.

The library's planned social and academic support function requires space for many gathering purposes: group study; tutoring areas; art exhibits; small receptions; and comfortable lounge seating. These uses dictate functional design that can take a daily beating yet offer a measure of sophistication. By merging the library's meeting space with the Educational Center, the City will achieve economy of scale and also distribute heavy use between two primary facility areas.

Despite the planned gallery function, the building should have few fixed or built-in units that take up floor space. Display units should be wall mounted. The building should provide opportunities to hang items from the ceiling or set them on grooved spaces on load bearing walls. The spaces should serve as part of the wall's design when empty. Non-breakable exhibit items such as winning essay displays should be very accessible to both children and adults. Accommodation for exhibits must ensure that Americans with Disabilities Act (ADA) accessibility throughout the library is not compromised.

d. Staff efficiency

Public services staff must be able to see as much of the library interior as possible at all times. They must be able to see each other from the separate service points. As much as possible, stacks should not interfere with visual control. Storage areas or smaller satellite storage for copy paper, printer paper, and other supplies should be located close to where supplies will be used.

The technical services workroom should be arranged "assembly line" style to mirror processing steps as each book moves through from truck delivery to library shelf. Systems-style modular staff furnishings should be used to offer maximum options for rearranging work areas and to define work areas. Storage areas should be located appropriately near staff workstations.

Reference staff should have the option to use portable telephone units to converse with callers while among the stacks.   This shortens customer phone calls and caller time on "hold."

e. Energy efficiency

The building will be oriented and designed to capture diffused northern light in the public areas. The staff areas on the east side will require window glazing and shade treatments that allow visibility while limiting heat penetration. The design should allow as much north and west light to reach the staff area as possible.

Insulation should meet or exceed City Code to ensure maximum cost effectiveness for heating and cooling the building.

The library will be situated on a north-south axis, with primary frontage on Main Street and a strong visual connection between reading areas and the new park to the west. Roof overhangs; exterior trellises and sunscreens will be incorporated on that side of the building to protect glass areas from sunlight to reduce solar heat gain.

Much of the interior will be indirectly lit utilizing linear clerestories facing east and north. This solution will provide a high level of daylight, substantially reducing the need for illumination during most days. Lighting will be equipped with sensors; illuminating only when natural light levels reach a minimum threshold.

Mechanical systems will have "economizer cycles," enabling the building to be ventilated and cooled with outside air; temperature and humidity levels permitting. The design will facilitate natural ventilation, by providing operable windows at the perimeter and operable clerestory segments at the roofline, creating a "chimney effect," allowing warm air to exit the building while cooler air is introduced at the reader seating levels. The potential to supply cooling air through a floor "plenum" which can also be used for data and power distribution, may also be viable. Reducing the volume of building that must be cooled will allow cooling air to be introduced at higher temperatures, thereby reducing cooling loads. The architect will work collaboratively with San Diego Gas & Electric's Savings by Design program to identify and implement criteria that will reduce energy consumption and operating costs.

f. Fenestration

Given the configuration and orientation of the library site, flanking the new Civic Center Park, it is anticipated that primary views from reading areas will focus on the park and away from Main Street and Lemon Grove Avenue. Initial assumptions are that fenestration on the Main Street frontage will be limited and that the internal space of the library will be allowed to "flow into" the park through large areas of glass, which must be shielded from direct western sunlight by means of exterior sunscreens and trellises. At the same time, indirect natural light will be admitted to the interior spaces of the library via clerestory lights that face primarily north and east. All fenestration will utilize insulated glazing and high-performance, low-e glass to reduce glare and solar heat gain. Exterior glass display cases will use reflective glass.

Lemon Grove's temperate but sunny climate offers ample opportunity to bring daylight into the building; however, library materials should not be exposed to prolonged direct sunlight. Seating and reading areas should line the building's perimeter, with book stacks toward the center of the interior.

It is imperative that some of the building's windows be operable to avoid "sick building syndrome" and to allow staff to open windows if the air conditioning system breaks down. However, these open windows must not invite security problems.

The children's area should provide an open feel that "brings the outside in" while incorporating due diligence for children's safety.

g. Space finishes

Durability and maintenance are major considerations for library interior finishes. At the same time, there is a strong desire for the library to be a true community center and to not be institutional in character. The palette of materials for the Lemon Grove Community Library will include some natural materials and finishes indigenous to the area, such as natural stone flooring in the main Lobby and main circulation/exhibit gallery; exposed timber roof trusses, roof decking and structural columns; and limited use of stone veneer on interior walls, especially in the main circulation/exhibit gallery. Carpet or carpet tile in shelving and reading areas will be selected for its resistance to wear and easy maintenance. Interior non-bearing partitions will be clad with gypsum wallboard and painted, or clad with heavy-duty vinyl wall covering for maintenance purposes. Ceilings in reading and stack areas will be selected for optimum lighting reflectance and acoustical performance characteristics.

Furniture and counter surfaces must be washable and vandal-resistant. Surface finishes for individual spaces are described under Individual Space Descriptions.

h. Access for the disabled

The Lemon Grove community stresses a desire for equitable access to library amenities. The Lemon Grove Community Library will comply with Americans with Disabilities Act of 1990 (ADA) and Title 24 requirements. All portions of the library, including service desks, reading tables and carrels, and computer facilities, will be wheelchair accessible, and will incorporate universal design provisions to assist visually and hearing impaired patrons. Barrier-free parking spaces will be placed close to the main library entry, and the entry will be directly accessible from public transit on Main Street.

The entire library will be a single story, with no stairs into the building. Entrance doors should be power-assisted. Interior doors should have levers, not knobs. All public restrooms must meet or exceed Americans with Disabilities Act (ADA) standards; the City will review the plan for room to maneuver wheelchairs or carts in a 360-degree radius inside entrance areas and public restrooms.

i. Acoustics

Careful attention to noise levels throughout the library is crucial and must conform to standard building guidelines for public spaces. Achieving a successful acoustical environment in libraries is a function of two things: the appropriate location and adjacency of functions, and the appropriate use of materials and finishes. One factor affects the generation of sound, and the other affects the control of sound generated. Appropriate location of functions in the Lemon Grove Community Library will include such considerations as strategic location of the Children's Library away from the adult reading areas and near the main entry; consolidation of "active" patron areas such as the New Books/Browsing function, the Audio-visual Library, and Circulation Services away from quieter study and reading areas in Reference Services and the Non-Fiction Collection; and provision of smaller, separate adult reading areas instead of one large "reading room" to preserve the acoustical privacy of individuals.

In addition to the main library interior, sound levels should be carefully planned and controlled by using appropriate materials and doors in two key areas: the staff workroom and public restrooms. Mechanical systems, lighting (*e.g.,* buzzing fluorescent fixtures), and plumbing systems should be evaluated for negative impact on acoustics.

j. Environmental conditions (HVAC)

Optimizing environmental conditions is a function of the basic building design, as well as the appropriate selection and design of building systems. The Lemon Grove Community Library will be designed to control solar heat gain through the careful placement of exterior glass and the provision of exterior

sunscreens where appropriate. The building will also be designed to utilize natural ventilation, thereby reducing dependency on mechanical cooling for those days when outside temperatures permit. HVAC systems will be designed to optimize interior temperature and humidity levels and will incorporate an "economizer cycle" to facilitate the use of outside, cooler air when conditions are favorable. The building will be equipped with a computerized, building management system to control the delivery of heating and cooling. When the building is brand new, books must be monitored for development of mold, and systems adjusted carefully.

Any areas specifying separate temperature controls should have key lock controlled thermostats.

k. Illumination

Indirect natural illumination of the building interiors will be provided via clerestory glazing at vertical intersections between roof planes and also via glazed walls adjacent to reading areas that face the civic park. Supplementary indirect artificial light will be employed to create ambient illumination within the overall building envelope, and linear stack-mounted fixtures will provide uniform illumination of book shelving. All lighting systems will have sensors to reduce or deactivate light fixtures when sufficient natural light is present. Reading tables and carrels will be equipped with task lighting to provide appropriate lighting levels at the work surface.

Every attempt will be made to optimize lighting, coordinating day lighting and artificial methods. Lighting will conform to available standards for library lighting, especially in the book stack areas. General low glare fluorescent lighting is preferred. Electrical engineers will specify lighting and test to ensure appropriate levels, especially at the lowest shelves.

The building's lighting should be controlled from a central location, accessible only to staff. Lighting in the public restrooms should not share a switch with any other interior area and should be controlled only by staff. The building's entrance and Lobby should be lit at night to discourage break-ins.

Patrons will be able to control task lighting at carrels and tables as much as possible. Interior and exterior display cases will feature separately controlled lighting within.

The City will require review of the library lighting plan showing all recommended lighting fixtures and their placement in the building.

l. Power and data communication requirements

Access to technology is a significant feature of this library, and the technology plan requires careful attention to detail. The library will use a combination of wired and wireless networking. The cabling/conduit infrastructure must be accessible to outlets throughout the interior floor plan. Strategically located underfloor ducts will provide power and data cabling to appropriately designated areas of the library. This distribution system will also provide the flexibility for future changes to the library interior planning.

Power, data, and voice communication outlets and ports must be generously distributed throughout the facility. They must be available primarily through power poles and floor boxes and must be able to connect to study carrels, so library users can connect their own portable computers.

Library furniture and equipment placement must be planned to access necessary wiring or data ports.

Computers with the online public access catalog (OPAC) must be located throughout in the book stacks so patrons can look up items without returning to a central area. The need for power, voice, and data communication infrastructure in the stacks area will be very high initially; however, the library anticipates

increased use of wireless technology over the next 10 to 20 years. Due to Lemon Grove's high summer temperatures, the building team should consider backup power options.

m. Security systems

The library site is adjacent to the San Diego County Sheriff's Lemon Grove substation, operations center for City law enforcement, provided through a contract with the Sheriff's Department. Sheriff's personnel assisted in planning the Civic Center Park landscaping for maximum visual security and will incorporate the library in regular surveillance.

Good lighting for transit stops is recommended to discourage security problems. This will also help light the library interior from outside, discouraging vandalism at night. During the day, the library's security options should encourage visitors while discouraging loiterers.

Detailed design of security systems will occur during the design development phase. Conceptually, however, it is anticipated that the Lemon Grove Community Library will be equipped with a motion detection system to be activated when the library is unoccupied, along with sensors and alarms for all exterior doors. These systems will be alarmed, with communication directly to law enforcement offices. The library will also be provided with a state-of-the-art fire and smoke detection and alarm system.

Interior security will focus on sight lines and communication with the Sheriff's substation. A silent alarm button at the Circulation Desk that rings at the substation is recommended. The Circulation Desk will also feature a public address system. To discourage voyeurism, legs of staff desks should be surrounded on three sides. Fire security must meet or exceed all applicable building or municipal codes. Fire security must extend to the book drops.

Anti-theft book detection devices will be located at the public entry to the library, compatible with the system used by the San Diego County Library (SDCL) operating jurisdiction. It should be unobtrusive but effective as a visible deterrent to theft. Books transferred from the existing leased County facility must be processed for the new security system prior to or during the move.

Security for artwork should include displaying high quality graphic copies of original art, using locked wall cases, and, if economically feasible, glass breakage sound detectors.

n. Signs

As indicated in the detailed Building Program, the library design will incorporate interior signage for room identification, patron directions and identification of all open functional areas within the building. Exterior building signage will identify the project on its principal frontage and will also identify secondary entries, such as the staff and service entry. Signage should be designed within a standardized plan using consistent terminology throughout the building. This process should begin only when interior partitions are in place; the system should not be designed from the blueprints.

Signs are critical to achieving user self-sufficiency, helping patrons find their way around quickly and easily. Signs in the stacks should direct people to the photocopier, restrooms, and online catalog stations. Signs on the ends of the book stacks should clarify subject sections and the direction of shelving flow. Signs should not be permanently affixed to stacks; all interior signs should be easily changed. Signs will be used appropriately to communicate directional, instructional, and library policy information.

A simple library floor plan in the Lobby should offer the visitor immediate orientation to the interior. Signs offered in multiple languages will improve service to the multi-lingual Lemon Grove population, and interior signs will be offered in Braille.

o. Audio-visual systems

Primary audio-visual systems will be located in the Conference and Educational Center, which will also function as the principal Community Meeting Room for the library. This is a programmed, shared-use facility with the City of Lemon Grove and is sub-divisible for simultaneous group functions. Each half of the Conference and Educational Center will have a large, retractable ceiling-mounted projection screen and will be equipped with facilities for film, videotape, traditional photographic slide projection, and computer presentation media. The Center will also have lighting and lighting controls that enable the space to be dimmed for various audio-visual presentations.

Lemon Grove uses state-of-the-art technology with LemonLINK and intends to increase technical connectivity throughout the City. Conference rooms should have cable connections for televisions, and power, data, and voice connections on every wall. The library should encourage collaborative education and group work by making audio-visual systems available for library- and community-sponsored group meetings.

p. Visual supervision

Recognizing the importance of visual supervision and surveillance in a library with limited staffing, the Lemon Grove Community Library concept plan has been designed to maximize surveillance of all parts of the library from the combined vantage points of the Circulation Desk and the Reference Desk. The proposed radial configuration of the plan is intended to provide sightlines from the Circ Desk through the book stacks and toward perimeter reading areas. This plan arrangement not only facilitates visual supervision but also enables patrons to orient and direct themselves easily to various functional components of the library. Positioning the Children's Library directly opposite the Circulation Desk and near the Reference Desk also facilitates its surveillance from both locations.

Sight lines must offer unobstructed views of as much of the library as possible, even at minimum staffing, and should help patrons monitor themselves for safety as well.

q. (1) Master list of furniture and equipment.

Furniture

Based on final design, the City will have the option to choose furniture equal to the purposes shown and is not limited to these exact arrangements. Table shapes will be determined in the design phase. The library's interior design plan will specify furniture and determine appropriate vendors and procurement methods. The library's furniture plan must be developed early in the design stages and carefully correlated to the power and communications grid. This library will not incorporate a high level of custom design furniture; rather, reliable, moderately priced, off-the-shelf items will be specified.

Each space will have a wall clock and wastebaskets. Some of Lemon Grove Community Library's general circulating space (Entrance and Lobby, Public Restrooms) has been assigned square footage allocated from overall plans for the adjacent Lemon Grove Conference and Educational Center. Shelving is detailed following the list of furniture and equipment.

Equipment

As described in the Lemon Grove Community Library Plan of Service, the City of Lemon Grove will contract with the San Diego County Library to operate the Lemon Grove Community Library under a Library Operating Agreement. San Diego County Library will provide start-up and annual computer and telecommunications equipment needs throughout library, including staff workstations, six OPAC stations, six public access networked computers, telephones, and peripherals. The County will provide all central telecommunications equipment (servers, routers, etc.) to serve the County computers.

The City of Lemon Grove will provide 15 public access LemonLINK stations, plus eight LemonLINK homework stations in the Juvenile Collections area. The City will also provide all central telecommunications equipment and cabling required to operate LemonLINK and any future wireless technology introduced to the Library by the City.

No. Program Area			Assignable Square Feet
	UNIT QTY	UNIT SQF	EXT. SQF

NA=Non-assignable

1.0 Library Entrance			**1,639**
1.1 - Friends Sale Area			728
Shelving, DF 66"H Steel w/ 10 Shelves	9	18	162
Shelving, SF 66"H Steel w/ 5 Shelves	18	15	270
Workstations, book processing	3	70	210
Counter with sink	1	28	28
Cabinets, above counter	4	0	0
Book trucks	2	10	20
Desk/Retail sales area	1	38	38
Display cases/window display	2	0	0
Chair, task	2	0	0
Bulletin board	1	0	0
Computer (property of Friends)	1	0	0

Cash register (property of Friends)	1	0	0
Telephone	1	0	0

1.2 - Public Entrance and Lobby   250

Bulletin board	2	0	0
Case, In-Wall Display	1	0	0
Rack, Slant-shelving for Literature Display	2	0	0
Sign, announcement	1	0	0
Recycle bin	1	15	15
Counter space, photocopy alcove	1	40	40
Typewriter table	1	25	25
Task chair	1	0	0
Cubby shelving to stow items before entering Public Restroom	1	30	30
Donor wall plaques			0
Occasional seating (benches) outside Library Entrance	2	NA	0
Exterior trash receptacle and ash tray	2	NA	0
Public telephone outside Entrance	1	NA	0
Spring-loaded fire-safe book return bin			
(includes one drive-up book return bin)	2	0	0
Drinking fountain	1	NA	0
Security gates, book theft detection system	1	35	35
Console photocopier	1	55	55
Fax machine	1	0	0
People counter mechanism, optional	1	NA	0
Display circulation space			50

1.3 - Public Restrooms   521

Commode	7	0	0
Diaper changing counter	2	0	0
Hand dryer	4	0	0
Mirror	2	0	0
Paper towel dispenser	4	0	0
Lavatory sinks	6	0	0
Soap dispenser	6	0	0
Stall (Women's)	5	0	0
Stall (Men's)	2	0	0
Urinal	3	0	0
Cubby shelving outside Restroom entrance (incl. in Lobby)	0	-	-

1.4 - Community Display/Exhibit Area   140

Display pedestals belonging to Lemon Grove Historical Society			
New display pedestals to be specified with help from the Society		140	

2.0 Circulation Services   1,946

2.1 - Branch Manager's Office and 2.2 Branch Operations Manager's Office   264

Chair, supervisor's	2	0	0
Chair, visitor's	2	15	30
Credenza	2	25	50

Desk, modular	2	50	100
Shelving, SF 66"H Steel or wood w/ 7 shelves	2	10	20
Printer stand	2	20	40
File cabinet (vertical)	2	12	24
Computer, San Diego County Library staff desktop	2	0	0
Telephone	2	0	0
Laser printer, black and white	1	0	0

2.3 - Circulation Desk (3 stations)   280

Book truck	3	10	30
Queuing space (per person)	(included in Lobby)		
Spring loaded book return bins	2	20	40
Chair, task	2	0	0
Stools, posture	2	0	0
Shelving, SF 66"H Steel w/ 5 Shelves	4	15	60
Circulation desk with three checkout worstation areas	1	110	110
San Diego County Library checkout stations	4	0	0
Printer stand	2	20	40
Public address system	1	0	0
Security alarm connected to Sheriff's Station	1	0	0
Cash register			0
Laser printer, black and white	1	0	0
Laser printer, color	1	0	0
Telephone	2	0	0

2.4 - Computer/Telecommunications Room   0

Console, computer system	1	0	0
DSU/CSU Telecommunications Device	1	0	0
Router/Switch	1	0	0
Telecommunications 4' x 8' wall mounted Backboard	1	0	0
Telecommunications Equipment/Hub / Multiplexer	1	0	0
Uninterruptible Power Supply (UPS), Single Device	1	0	0
Standard 19" rack hung perpendicular to wall	1	0	0
Telephone	1	0	0

2.5 - Custodial Sink and Storage Room   0

Cleaning equipment and supplies to be determined			
Deep sink	1	0	0

2.6 - General Library Storage Room   200

Shelving, industrial	4	15	60
Supply storage cabinets	2	15	30
General storage area			110

2.7 - Mechanical and Electrical Space   0
Specific floor area requirements will be determined by final building equipment specifications.

2.8 - Staff Entrance/Delivery Entry (shipping and receiving)   100

Bulletin board	1	0	0

White Board	1	0	0
Shipping and receiving counter space and work area	1	100	100
Delivery door bell system	1	0	0
Exterior loading dock	1	NA	0

2.9 - Staff Lounge			202
Kitchenette with counter and sink	1	50	50
Lockers	6	5	20
Cabinets, above Counter	2	0	0
Cabinets, below Counter	2	0	0
Chair, café	4	0	0
Table, café	1	50	50
Chair, lounge	2	35	70
End table	1	12	12
Refrigerator (included with counter)	1	0	0
Garbage disposal	1	0	0
Microwave oven	1	0	0
Telephone	1	0	0

2.10 - Staff Restrooms			0
Commode	2	0	0
Hand dryer	2	0	0
Mirror	2	0	0
Paper towel dispenser	2	0	0
Trash receptacle	2	0	0
Sink and lavatory counter	2	0	0
Soap dispensers	2	0	0

2.11 - Staff Workroom			900
Book truck	4	10	40
Bottled water dispenser	1	8	8
File cabinet (vertical)	3	12	36
Mail boxes, staff	1	15	15
Work counter	1	36	36
Cabinets, above counter	18	0	0
Cabinets, below counter	18	0	0
Work table	1	120	120
Chair, ergonomic task	6	0	0
Shelving, SF 60"H Steel w/ 5 Shelves	6	15	75
Stool	1	0	0
Typewriter stand	1	20	20
SDCL staff workstations with computers	6	75	450
Recycle bin	1	15	15
Cabinet, audio-visual equipment	1	15	15
Miscellaneous accessories (wastebaskets, etc.)	TBD		20
Fully equipped SDCL computers	6	0	0
Fax machine	1	0	0
Fax stand	1	20	20
Printer stand	1	20	20

Laser printer, black and white	1	0	0
Scanner	1	0	0
Telephones with optional headsets	6	0	0
Wall or floor safe	1	0	0
Scanner	1	0	0
Photocopier	1	30	30

3.0 – Informal Reading and Browsing   182

3.1 New Book Display and Reading Area			182
Chair, lounge	2	35	70
Table, end	1	12	12
Lamp, table	1	0	0
50 new books/non-print materials			
SF 60"H shelving w/ 5 slanting face-out shelves	3	20	60
150 new books, spine out			
DF 60" H shelving w/ 10 shelves	2	20	40

4.0 Reference Services   1,489

4.1 - Online Public Access Catalogs (OPAC)			135
Chair, technology workstation task	3	0	0
Computer, San Diego County Library			
OPAC (Online Public Access Catalog), Desktop	3	0	0
Workstation, technology carrel	3	45	135
4.2 - Reference Collection and Public Computers			1,026
Rotating or flat freestanding literature rack for computer literature and flyers	1	30	30
Chair, computer station	21	0	0
LemonLINK workstations (smaller carrels)	15	25	375
San Diego County Library PC Workstations (carrels)	6	45	270
Scanner table	1	54	54
Chair, task	1	0	0
2,275 volumes including children's reference and homework helpers			
DF 60"H shelving w/ 10 shelves @ 180 vols./unit	14	18	252
200 ready reference books behind desk, including children's			
SF 42" H, 3 shelves @ 64 vols./unit	3	15	45
San Diego County Library networked computers	6	0	0
LemonLINK Winterms[TM]	15	0	0
Scanner	0	0	0
4.3 - Reference Desk			328
Atlas case	1	25	25
Dictionary stand	1	10	10
Map case	1	35	35
Index table	1	75	75
Pamphlet file (three-drawer vertical file)	1	15	15
File cabinet (lateral)	1	20	20

Reference desk	1	110	110
Lockable storage areas and drawer units (included in desk)	2	0	0
Chair, staff workstation	2	0	0
Chair, visitor	1	20	20
Queuing space	3	6	18
San Diego County Library staff reference computers	2	0	0
Telephone	2	0	0

5.0 Audio-Visual Library   210

5.1 - Audio-visual Collection			210
1,072 Video Cassettes and DVDs			
DF 60" H multi-media shelves @ 300 videos/unit	5	18	90
825 Music Compact Discs (825)			
CD easy-open drawer browsing bins @ 600 CDs/unit	2	24	48
921 Audiocassettes and books on CD			
DF 66" H@ 300 items/unit	4	18	72

6.0 Adult Fiction Collection   1,222

6.1 - Fiction Collection and Seating			1,222
Chair, lounge	4	35	140
Table, reader's	3	100	300
Chair, reader's	12	0	0
Table, end	2	12	24
Stool, step	2	0	0
Computer stand (OPAC)	1	20	20
Wastebasket	3	4	12
3,452 general fiction; DF 84" H @ 336 vols/unit	14	18	252
921 Mysteries; DF 84" H @ 336 vols/unit	4	18	72
921 Romance; DF 84" H @ 336 vols/unit	4	18	72
921 Science Fiction/Fantasy; DF 84" H @ 336 vols/unit	4	18	72
767 Large Print (fiction and non-fiction);DF 84" H @ 336 vols/unit	3	18	54
690 Westerns; DF 84" H @ 336 vols/unit	3	18	54
Paperbacks - 1,050 volumes on spinner racks	3	50	150
San Diego County Library OPAC Computer	1	0	0

7.0 Non-Fiction Collection   2,176

7.1 Non-Fiction Collection and Seating			2,176
Chair, reader's	20	0	0
Chair, lounge	4	35	140
Table, end	2	12	24
Table, reader's extra large	3	120	360
Carrels, study	8	35	280
Stool, step	2	0	0
18,720 Non fiction/ YA non-fiction and foreign language books			
DF 84" H @ 336 vols./unit	74	18	1,332
Computer, San Diego Library OPAC Desktop	2	0	0

OPAC computer stand	2	20	40

8.0 Periodicals Collection 227

8.1 - Current Magazine and Newspaper Display and Seating 227

Chair, lounge	2	35	70
Table, end	1	12	12
Lamp, table	1	0	0
Up to 100 current magazines			
SF 66"H Magazine Display Shelving w/ 4 Shelves			
@ 16 magazines each	7	15	105
10 Current newspapers or newsprint magazines			
60" H newspaper rack with 10 newspapers	1	40	40

9.0 Young Adult (YA) Services 648

9.1 - Young Adult Collection and Seating 648

Chair, lounge	4	35	140
Chair, reader's	8	0	0
Table, end	2	12	24
Table, reader's	2	120	240
Miscellaneous seating (beanbag, etc.)	3	15	45
1,485 Young Adult fiction; DF 60" H @ 240 vols./unit	8	18	144
10 Young Adult Periodicals (10 titles)			
SF 66"H Magazine Display Shelving w/ 4 Shelves	1	15	15
Young Adult Paperbacks (300 vols. on rotating display)	1	40	40

10.0 Children's Library 2,572

10.1 - Children's Entrance (Interior) 0

Bulletin board	1	0	0
Case, in-wall display	1	0	0
Sign, announcement	1	0	0

10.2 - Children's Collection and Seating 764

Chair, child's	8	0	0
Chair, lounge, for parents reading to children	4	35	140
Cushion, floor	10	10	100
Table, children's	2	100	200
4,802 Easy Readers and picture books (calculated at 20 per linear foot)			
DF 42" H @ 360/unit	18	18	324

10.3 - Juvenile Collection and Seating 1,383

Chair, juvenile	8	0	0
Chair, juvenile lounge	4	25	100
Table, end	2	12	24
Table, juvenile	2	100	200
LemonLINK Homework Center (carrels)	8	30	240
Bench, juvenile computer (capacity 2)	8	0	0
4,930 Juvenile fiction (12 per linear foot); DF 60" H @ 360/unit	18	18	324

4,760 Juvenile non-fiction (12 per linear foot)

DF 60" H @ 360/unit	18	18	324
1,000 juvenile paperbacks (spinner racks)	3	40	120
10 Juvenile periodicals SF 60" H magazine display unit	1	15	15
234 Audiocassettes, books on CD, and music CDs			
DF 60" H 10 multi-media shelves@ 300 items/unit	2	18	36
LemonLINK Winterms^{TM}	8	0	0

10.4 - Children's Program Area   300

Chairs, children's stackable	20	10	200
Tables, children's adjustable height, folding	5	0	0
Puppet Theater	1	50	50
Television	1	0	0
VCR/DVD unit	1	0	0
Rolling media cart	1	25	25
Chair, story teller	1	25	25

10.5 - Children's Reference Collection   incl. w/adult ref.

10.6 - Children's Restroom   0

Commodes (allow 45 SF total for each unisex restroom)	2	0	0
Diaper Changing Counter (fold-down)	2	0	0
Electric Hand Dryer	2	0	0
Mirror	2	0	0
Paper towel dispenser	2	0	0
Sink and lavatory counter	2	0	0
Soap dispensers	2	0	0

10.7 - Children's Area Service Desk and Workroom   125

SF 84" H steel w/5 shelves	2	15	30
File cabinet, vertical	1	10	10
Chair, task	1	0	0
Staff workstation (counter)	1	35	35
Stool	1	0	0
Children's Service Desk (see Area 4.3)	1	50	50
Telephone	1	0	0

11.0 Community Meeting Rooms   **1,240**

11.1 - Conference Room   240

Chair, Conference Room	8	0	0
Table, Conference	1	200	200
Credenza	1	40	40
Telephone	1	0	0

11.2 - Meeting Room   1,000

Chair, stacking	80	10	800
Tables, (from Conference Center)	20	0	0
Lectern, with space for a portable computer	1	60	60

Cabinet, audio-visual	1	40	40
Serving counter, incl. appliances	1	75	75
Cabinets, above counter	4	0	0
Cabinets, below counter	4	0	0
Sink	1	0	0
Refrigerator	1	0	0
Dishwasher	1	0	0
Computer projection unit, such as Proxima	1	0	0
Electrically operated projection screen	1	0	0
Television and VCR/DVD unit on rolling cart	1	25	25
Television	1	0	0
VCR/DVD unit	1	0	0
Telephone	2	0	0

q. (2) Lemon Grove Community Library Shelving

The book stacks are allocated at what library furniture vendors call "working capacity;" that is, enough shelves are specified to leave 25% capacity once the full projected collection is reached. As Lemon Grove's Library Plan of Service predicts the full collection will be in place 10 years after opening day, this extra capacity ensures plenty of space available for the collection to continue to grow. During the first 10 years, library shelves may carry less than 75% capacity. Books should be evenly distributed linearly throughout the shelves, leaving top and/or bottom shelves clear, rather than placing empty shelf units in the main book stacks. This will avert the need for major book rearrangements in the future. Library shelving vendors can assist with book stack planning and layout.

All shelving will be highest possible quality steel or wood 36" wide units, with coordinated laminated end panels. Steel frames must be minimum 16-gauge with minimum 18-gauge steel, equivalent to national library vendors such as Gaylord or Demco.

Shelving specification must include appropriate accessories, such as brackets. Back stop shelving is preferred to keep books from falling off the back. Colors must be compatible with overall library design

Main aisle widths in the public areas should be 60-66" with 42" aisle widths in the main Fiction and Non-Fiction stack areas. In other areas, depending on projected occupancy, aisle widths may be larger or smaller, to a 36" minimum. ADA compliance must be incorporated.

			Lemon Grove Library Shelving	
			DF = Double-faced shelving **SF = Single-faced shelving**	
Area No.	**Library Space**	**Qty.**	**Description***	**Number and type of shelves**
1.1	Friends Sales Area	9	66" high DF steel, no canopy, with end panels	Adjustable; 10" nominal depth, max. four plus base shelf per face (10 shelves)
1.1	Friends Sales Area	18	66" high SF steel, no canopy, with end panels	Adjustable; 10" nominal depth, max. four plus base shelf per face (5 shelves)
2.1	Managers' Offices	2	66" high SF wood or steel, with canopy and end panels	Adjustable; 10" nominal depth, max. four plus base shelf per face (5 shelves)
2.3	Circulation Desk	4	66" high SF wood or steel, with canopy and end panels	Adjustable; 10" nominal depth, max. four plus base shelf per face (5 shelves)
2.11	Staff Workroom	6	60" high SF steel, canopy and end panels optional	Adjustable; 10" nominal depth, max. four plus base shelf per face (5 shelves)
3.1	Browsing/ New Books	2	60" high SF steel or wood shelving with canopy and end panels	Adjustable; 10" nominal depth, max. four plus base shelf (5 shelves)
3.1	Browsing/ New Books	3	60" high face-out steel or wood display shelving (bookstore-style) with canopy and end panels	Four or five slanted shelves per face; wood or laminated surfa4e
4.2	Ref. Collect.	14	60" high DF steel with canopy top and end panels	Adjustable; 12" nominal depth, max. four plus base shelf per face (10 shelves)

			Lemon Grove Library Shelving	
4.2	Ref. Collect.	3	42" high SF steel with canopy top and end panels	Adjustable; 12" nominal depth; max. two shelves, plus base shelf per face (3 shelves)
5.1	Audio-Visual	2	36" browsing bins for music CDs (600 CD capacity)	Easy slide out drawers
5.1	Audio-Visual	4	66" high DF steel with canopy and end panels (books on cassette and CD)	Adjustable multi-media slanted shelves with movable dividers; minimum six shelves per face
5.1	Audio-Visual	5	60" high DF steel multi-media with canopy and end panels (videos and DVDs)	Adjustable multi-media slanted shelves with movable dividers; minimum six shelves per face
6.1	Fiction	32	84" high DF steel; ranges no longer than six sections; canopies optional; with end panels	Adjustable; 10" nominal depth, max. six per section, plus base shelf per face (14 shelves)
6.1	Fiction	3	Rotating paperback display towers	Adjustable; independent rotation optional
7.1	Non-Fiction	74	84" high DF steel, ranges no longer than six sections; canopy optional; with end panels	Adjustable; 10" nominal depth, max. six, plus base shelf per face (14 shelves)
8.1	Periodicals	1	60" high DF newspaper racks or shelves	Laminated surfaces; racks or equivalent newspaper storage/display unit
8.1	Periodicals	7	66" high DF slant magazine display with hidden flat shelving; canopy and end panels	Four slanted shelves per face with 1 1/4" retaining edge (8 shelves)
9.0	Young Adult	8	60" high DF steel; with canopy and end panels	Adjustable; 10" nominal depth, max. four plus base shelf per face (10 shelves)
9.0	Young Adult	1	Rotating paperback display tower	Adjustable modular shelves; independent rotation optional
9.0	Young Adult	1	66" high SF steel magazine display unit; canopy and end panels	Slant shelving with hidden storage; three or four shelves per face
10.2	Children's	18	42" high DF steel; with canopy and end panels (story books, Easy Readers)	Adjustable; 12" nominal depth; minimum two shelves plus base shelf per face; laminated end panels (6 shelves)
10.3	Juvenile	1	60" high SF Juvenile/Children's Periodical shelf unit	Four slanting shelves with hidden storage.
10.3	Juvenile	3	Rotating paperback racks	Adjustable modular shelves; independent rotation optional
10.3	Juvenile	36	60" high DF steel with canopy and end panels (juvenile fiction/non fiction)	Adjustable; 10" nominal depth; minimum four shelves plus base shelf per face (10 shelves)

			Lemon Grove Library Shelving	
10.3	Juvenile	2	60" high steel multi-media shelves; canopy and end panels	Adjustable multi-media slanted shelves with movable dividers; minimum six shelves per face
10.7	Children's workroom	2	84" high SF steel; canopy and end panels optional	Adjustable; 10" nominal depth, max. six per section, plus base shelf per face (7 shelves)

Spatial Relationships

Summary of Facility Space Requirements

NO.	PROGRAM AREA	UNITS	SF/UNIT	TOTAL SF
1.0	**LIBRARY ENTRANCE**			
1.1	Friends Book Sale and Storage Area	1	728	728
1.2	Public Entrance and Lobby	1	250	250
1.3	Public Restrooms	1	521	521
	(Percentage of floor area shared with Conference and Educational Center)			
1.4	Community Display/Exhibit Area	1	140	140
	Total 1.0 Assignable Floor Area			**1,639**
2.0	**CIRCULATION SERVICES**			
2.1	Branch Manager's Office	1	132	132
2.2	Operations Manager's Office	1	132	132
2.3	Circulation Desk and Work Area (3 stations)	1	280	280
2.4	Computer/Telecommunications Room		(included in net-to-gross)	
2.5	Custodial Sink and Storage Room		(included in net-to-gross)	
2.6	General Library Storage Room	1	200	200
2.7	Mechanical and Electrical Space		(included in net-to-gross)	
2.8	Staff Entrance/Delivery Entry (shipping and receiving)	1	100	100
2.9	Staff Lounge	1	202	202
2.10	Staff Restrooms (2)		(included in net-to-gross)	
2.11	Staff Workroom	1	900	900
	Total 2.0 Assignable Area			**1,946**
3.0	**INFORMAL READING/BROWSING**			
3.1	New Book Display and Reading Area	1	182	182
	Total 3.0 Assignable Floor Area			**182**
4.0	**REFERENCE SERVICES**			
4.1	Online Public Access Catalog (OPAC stations)	3	45	135
4.2	Reference Collection and Seating	1	1,026	1,026
	(Includes 6 SDCL computers and 15 LemonLINK Winterms™)			
4.3	Reference Desk	1	328	328
	Total 4.0 Assignable Area			**1,489**
5.0	**AUDIO-VISUAL LIBRARY**			
5.1	Audio-visual Collection	1	210	210
	Total 5.0 Assignable Area			**210**
6.0	**ADULT FICTION COLLECTION**			
6.1	Fiction Collection and Seating	1	1,222	1,222
	Total 6.0 Assignable Area			**1,222**

NO.	PROGRAM AREA	UNITS	SF/UNIT	TOTAL SF
7.0	**ADULT NON-FICTION COLLECTION**			
7.1	Non-Fiction Collection and Seating	1	2,176	2,176
	Total 7.0 Assignable Area			**2,176**
8.0	**PERIODICALS COLLECTION**			
8.1	Current magazines and newspapers	1	227	227
	Total 8.0 Assignable Area			**227**
9.0	**YOUNG ADULT SERVICES**			
9.1	Young Adult Collection and Seating	1	648	648
	Total 9.0 Assignable Area			**648**
10.0	**CHILDREN'S LIBRARY**			
10.1	Children's Entrance		(included in net-to-gross)	
10.2	Children's Collection and Seating	1	764	764
10.3	Juvenile Collection and Seating	1	1,212	1,383
10.4	Children's Program Area	1	300	300
10.5	Children's Reference Collection		(included with Adult Reference)	
10.6	Children's Restroom		(included in net-to-gross)	
10.7	Children's Area Service Desk and Workroom	1	125	125
	Total 10.0 Assignable Area			**2,572**
11.0	**COMMUNITY ROOM AREAS**			
11.1	Conference Room	1	240	240
11.2	Community Meeting Room	1	1,000	1,000
	Total 11.0 Assignable Area			**1,240**

TOTAL ASSIGNABLE FLOOR AREA	**13,551 SF**
PLUS NON-ASSIGNABLE FLOOR AREA	
(23% of total gross building area)	**4,048 SF**
TOTAL LIBRARY GROSS FLOOR AREA	**17,599 SF**

Space Descriptions

1.0 - LIBRARY ENTRANCE

Assignable SFT: **1,639**

Note: *This Building Program assigns square footage to this area to ensure optimum space for exhibit areas, people circulation, and small receptions. This need aligns with Lemon Grove Community Library's Plan of Service.*

Function

The entrance to the Lemon Grove Community Library will help orient visitors to the building's function, while conveying its civic and artistic themes. Cultural awareness, emphasized in Lemon Grove's Library Plan of Service, will immediately be conveyed in the Entrance and Lobby by overall aesthetic design and by integrating exhibit space into the area. The overall design will coordinate with the entire Civic Center Block and the Civic Park. The design, inside and out, should draw people in to the library interior while establishing a welcoming environment.

Spatial Relationships

Adjacent to:
  Friends of The Lemon Grove Library Sale Area
  Circulation Services
  Public Restrooms
  Browsing/New Books
  Children's Entrance

Close to:
  Audio-Visual Library
  Reference Services

DIVISION SPACE SUMMARY	SQF
1.1 - Friends Sale Area	728
1.2 - Public Entrance and Lobby	250
1.3 - Public Restrooms	521
1.4 - Community Display/Exhibit Area	140
TOTAL:	1,639

1.1 - Friends of the Lemon Grove Library Sale Area

Assignable SQF: 728

Occupancy: 3-6

Function

The Friends of the Lemon Grove Community Library will use this space to conduct ongoing fundraising efforts, such as book sales; the proceeds from which will benefit the library. The facility should provide storage capacity for books being acquired and sorted by the Friends prior to being offered for sale. The Friends will contribute to the design of this area.

Collections

Up to 6,000 books or other sale items (not part of library collection)

Flexibility and Expandability

Library Friends groups have unlimited options for fundraising. The Library Entrance area may also double as an event reception area between the library and the Educational and Conference Center; thus this area should be made flexible to accommodate possible future uses for food service, such as plumbing for a refrigerator and sink.

Security and Supervision

The facility should have an entrance separate from the library to offer the Friends flexible access. It must be separately secured, even when the library is not open to the public. The Friends will supervise this area.

Spatial Relationships

Adjacent to:
Library Entrance
Public Restrooms
Community Meeting Rooms

Access for the Disabled

The Friends Sale Area must offer equitable access to those using adaptive devices or wheelchairs. Thresholds will be smooth, with power assist doors. Aisles must comply with ADA standards; Lemon Grove would prefer 42" aisles to improve accessibility. The sales area will always be attended during open hours; however bookshelves will not be higher than 66".

Acoustics

This space will tolerate higher noise levels, but must be buffered from the library proper.

HVAC

This space must have separately zoned temperature and humidity control.

Space Finishes

Finishes must be attractive and very durable. Carpeted flooring is preferred. Wall finishes should be highly durable and easy to clean.

CEILING: Incorporate some acoustically absorbent material.
WALLS: Highly durable: natural wood, stone or vinyl wall covering.
FLOOR: Carpet.

Illumination

General lighting at 30 foot candles to bottom book stack shelf.

Power/Data/Voice

The Friends sale area should be wired for computer and telephone use, with adequate power and with Internet access through the City's wide area network. Cabling should be hidden but accessible for maintenance.

Fenestration

There should be glass either in the front doors and/or around them to provide visibility to the outside of the Friends sale area.

Signage

Signs should identify the Friends of the Lemon Grove Community Library sale area, announcing open hours and information about how to make donations.

Furniture and Equipment

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Shelving, DF 66"H Steel w/ 10 Shelves	9	18	162
Shelving, SF 66"H Steel w/ 5 Shelves	18	15	270
Workstations	3	70	210
Counter with sink	1	28	28
Cabinets, above counter	4	0	0
Book trucks	2	10	20
Desk/Retail sales area	1	38	38
Display cases/window display	2	0	0
Chair, task	2	0	0
Bulletin board	1	0	0
Equipment			
Computer (property of Friends)	1	0	0
Cash register (property of Friends)	1	0	0
Telephone	1	0	0
Total:			**728**

1.2 - Public Entrance and Lobby

Assignable SQF: **250**

Note: *This Building Program assigns square footage to this area to ensure optimum space for exhibit areas, people circulation, and small receptions. This need aligns with Lemon Grove Community Library's Plan of Service.*

Occupancy   4-25 public, moving through the area

Function

This space provides access to the library's interior. The Lobby should be inviting and interesting, conveying the building's theme and public art, and offering enough space to accommodate traffic flow. It should lead the visitor to awareness of the architectural focal point of the building.

Visitors exiting the building also pass through the Entrance and Lobby. The view from the exiting direction should offer a nice transition to the outside. Finally, this space offers a coin or card operated photocopier for patron use.

Flexibility and Expandability

This space will probably not need to be expanded in the future, but it will need to be reasonably flexible to integrate with the exhibit display area.

Security and Supervision

The staff at the Circulation Desk must be able to supervise the Lobby visually. The fire alarm annunciation display panel should be located in this space, visible upon entering the library building. Plans may also specify an unauthorized entry detection and alarm system main locator panel in this space.

Book security system gates compatible with San Diego County Library system will be installed between the Lobby and the main entrance doors.

Spatial Relationships

The public Entrance and Lobby is the focal point and primary access point to all parts of the library building, including the library proper and all ancillary services. The public photocopier should be located away from the Library Entrance, closer to the main corridors leading to the collections.

Adjacent to:
    Circulation Desk
    Community Display/Exhibit Area
    Public Restrooms
    Online Public Access Catalog
    Browsing/New Book Display

Close to:
    Audio-Visual Collection and Seating
    Children's Entrance

Access for the Disabled

The Library Entrance must feature minimum 36" doors; preferably automatic sliding double doors or power assist doors. All areas must comply with ADA requirements.

Acoustics

This space will be quite noisy because of patron activity; it should be somewhat acoustically buffered from the quieter areas of the library.

HVAC

The Library Entrance temperature controls must accommodate flexible

Space Finishes

As the public's introduction to the library, Lobby space finishes must be attractive and very durable. Floor finishes must be of highest quality, slip resistant, and easily maintained and cleaned. The front Entrance should be on the same level as the exterior sidewalk to avoid a barrier for the physically challenged. Wall finishes should be highly durable and easy to clean.

CEILING: Incorporate some acoustically absorbent material, especially if the floor finishes are hard surfaces.
WALLS: Highly durable: natural wood, stone or vinyl wall covering.
FLOOR: Quarry tile, slate, stone or similar durable and long-lasting materials, with non-slip matte finishes.

Illumination

General lighting at 30 foot candles with specialized accent lighting at 50 foot candles at the Entrance and in the Lobby on any directories or display walls. In-wall, recessed display cases should have internal lighting.

Power/Data/Voice

In general, power/data/voice capability should be available throughout the flooring as part of the General Requirements. Power will be needed to illuminate display cases.

Fenestration

The front doors should be glass with glass around them to allow views to the outside of the library from this space as well as other staffed areas. This area may use skylights and/or clerestories for additional natural light.

Signage

Exterior signs at the Entrance should be illuminated and easily changeable, showing the library's hours as well as either "Open" or "Closed." Other signs should identify smoking and food and drink policy as appropriate. An easily changed events signboard should display library daily activities. Signs should identify any book drop slots located within the Lobby area. A simple floor plan should help visitors find intended library sections.

Furniture and Equipment

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Bulletin board	2	0	0
Case, in-wall display	1	0	0
Rack, Slant-shelving for literature display	2	0	0
Sign, announcement	1	0	0
Recycle bin	1	15	15
Counter space, photocopy alcove	1	40	40
Typewriter table	1	25	25
Task chair	1	0	0
Cubby shelving to place items before entering Public Restroom	1	30	30

Donor wall plaques

			0

Exterior

Occasional seating (benches) outside Entrance	2	NA	0
Exterior trash receptacle and ash tray	2	NA	0
Public telephone outside Entrance	1	NA	0
Spring-loaded fire-safe book return bin (includes one drive-up book return bin)	2		0
Drinking fountain	1	NA	0

Equipment

Security Gates, Book Theft Detection System	1	35	35
Console photocopier	1	55	55
Fax machine	1	0	0
People counter mechanism, optional	1	NA	0
Display circulation space			50
Total			**250**

1.3 - Public Restrooms

Assignable SQF: **521**

Occupancy   0-5 public each (men's and women's)

Function

These facilities will be the public restrooms for the building. There should be one main bank of restrooms just off the Lobby to serve the public who are coming and going in and out of the library. Restrooms may also be shared between the library and related public meeting rooms. Cubby shelving just outside the restroom doors will offer a temporary place for patrons to leave library materials.

Security and Supervision

The staff at the Circulation Desk will supervise the Restrooms and must be able to see the Restroom entrance. All Restrooms will be lockable by staff before closing the building, however, anyone inadvertently left inside should be able to exit the Restroom.

Spatial Relationships

Adjacent to:
    Public Entrance and Lobby
    Friends of Lemon Grove Library Sale Area
    Community Exhibit/Display Area

Close to:
    Circulation Desk

Access for the Disabled

All ADA requirements must be carefully integrated into each of the Public Restrooms, including grab bars, door and stall door widths and heights, and clearance under sinks. Exposed pipes under sinks should be insulated to prevent injury. Fixtures and dispensers must meet forward and side reach requirements. The City will review final plans for ADA compliance. Drinking fountain must be accessible to disabled patrons as required by ADA.

Acoustics

Electric hand-dryers must be adequately sound dampened from adjacent spaces. All reasonable acoustic dampening is appropriate for this area, with attention to plumbing noise, buzzing from fluorescent lighting, and voices.

HVAC

Excellent ventilation is of paramount importance for this area and must be separate from the general building ventilation system.

Space Finishes

This area will be subject to abuse and must be as resistant to vandalism as possible. Floor finishes must be of high durability, slip resistant and as maintenance free as possible. Wall finishes, fixtures, stalls and counters should be highly durable, graffiti-resistant and easy to clean.

CEILING: Water resistant gypsum board with epoxy paint.
WALLS: Glazed ceramic tile with dark grout.
FLOOR: Unglazed ceramic tile
TOILET PARTITIONS: Stainless steel or equivalent
FIXTURES: Sinks: self-activated; commodes: self-activated, wall hung

Illumination

Bright lights are required to give the restroom the appearance of being clean and safe.

Fenestration

No windows are necessary or desired.

Signage

Standard exterior signs identifying "Men's" and "Women's". No interior signs except those required by ADA.

Furniture and Equipment

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Commode	7	0	0
Diaper Changing Counter	2	0	0
Hand Dryer	4	0	0
Mirror	2	0	0
Paper towel dispenser	4	0	0
Lavatory Sinks	6	0	0
Soap dispenser	6	0	0
Stall (Women's)	5	0	0
Stall (Men's)	2	0	0
Urinal	3	0	0
Cubby shelving outside Restroom entrance (incl. in Lobby)	0	-	-
Total			**521**

(Note: The allocated square footage is the library portion of these restrooms, which will service both the library and the adjacent Conference and Educational Center.)

1.4 - Community Display/Exhibit Area

Assignable SQF: **140**

Occupancy   varies as part of interior people circulation

Function

In response to Lemon Grove's Library Plan of Service, this area will accommodate special exhibits within the library, especially those that highlight the history and culture of Lemon Grove. A close relationship with the Lemon Grove Historical Society's Parsonage Museum will ensure exhibits are updated and ongoing.

Security and Supervision

Community displays should be visible and monitored from the Circulation Desk and, if possible, also the Reference Desk. If such displays occur within casework, these shall be lockable and secured.

Spatial Relationships

The Community Display and Exhibit Area should be closely related to the Library Entrance and Lobby; however it may use primary circulation space throughout the library to ensure maximum exposure to patrons. Creative use of space may include hanging exhibits, wall mounted items, or pedestals.

Adjacent to:
    Public Entrance and Lobby
    Public Restrooms
    Main circulation artery through library

Close to:
    Circulation Desk
    Browsing/New Book Display
    Reference Desk

Access for the Disabled

The City desires the library to house local heritage and cultural displays featuring Lemon Grove history and multi-cultural aspects. All displays must be visible and accessible to those in wheelchairs.

Acoustics

This area is an extension of the Library Entrance and Lobby and is associated with primary patron circulation; therefore acoustical criteria should be similar to those for these areas, as indicated above.

HVAC

General HVAC requirements apply.   The Historical Society will advise regarding HVAC requirements for individual exhibits.

Space Finishes

This area is related to the Library Entrance and Lobby and is a highly visible and unique feature of the library. Care should be taken that it has "permanent" and durable materials that also enhance the most public part of the structure. Finishes should convey an extension of the main Entrance Lobby.

CEILING: Should have some acoustical absorbency, given that wall and floor finishes may be acoustically reflective.

WALLS: Highly durable, but some surfaces may need special treatment to accommodate hanging displays or secured display cabinetry with internal illumination.

FLOOR: Stone, tile or other durable materials designed for long-term wear and heavy pedestrian traffic.

Illumination

General lighting at 30 foot-candles, with specialized accent lighting at minimum of 50 foot-candles for special display areas. Glass display cases should have internal illumination.

Power/Data/Voice

The Exhibit Areas must have efficient and adequate power for lighting and require data communication available for possible future use or as part of an exhibit.

Fenestration

If natural light is introduced in the Display/Exhibit areas, care should be taken that it does not interfere with viewing the items on display or cause potential UV damage to displays. In general, natural light in these areas should be of an indirect nature.

Signage

No special signage is required, but provision should be made for signage to identify exhibit items, whether permanent or rotating displays.

Furniture and Equipment

There is no furniture related to this area. Equipment and casework required to accommodate permanent and rotating displays will be coordinated with Lemon Grove Historical Society staff.

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Display pedestals belonging to Lemon Grove Historical Society			
New display pedestals to be specified with help from the Society			140
Total			**140**

2.0 - CIRCULATION SERVICES

Assignable SQF: **1,946**

Function

The primary public function of Circulation Services area is to handle the checkout and return of the library's book, magazine, and audio-visual collections. This includes the following activities:

1. Library patrons checking out library materials at the Circulation Desk
2. Library patrons returning materials to book return bins.
3. Library staff checking in returned materials.
4. Library staff sorting various materials for reserve, etc.
5. Library staff re-shelving the collections in their proper location.

Careful attention must be given to the critical path workflow of the circulation process, which must work smoothly and efficiently. Inefficient staff and public activities at the Circulation Desk can hamper overall library operations, leading to reduced cost effectiveness.

The Circulation Desk tends to be a relatively noisy part of the library. Consideration should be given to devices that will contain noise near the Circulation Desk rather than amplify it throughout the building.

The architect should carefully consider public traffic flows around and near the Circulation Desk. It is important that lines form in front of the desk in an orderly and compact manner and that these lines not interfere with public traffic moving in and out of the library or past the desk. Disabled patrons must be able to approach the desk and interact with staff at a comfortable height.

The Staff Workroom area of Circulation Services facilitates the main work of the library staff, including shipping and receiving of library materials; limited processing and material mending; receiving, discharging, and sorting returned materials; storing library supplies and materials; and other administrative and support functions. The circulation services area includes private offices for the Branch Librarian II and the Branch Operations Manager. It also includes a modest Staff Lounge.

Spatial Relationships

The Circulation Services Desk should be located such that all library patrons must pass near it or by it when entering or exiting the library building.

Adjacent to:
Library Entrance
Public Restrooms

Close to:
Public Restrooms
Community Exhibit/Display Area
Audio-visual Library
Browsing/New books
Children's Library
Reference Services
Young Adult Services
Periodicals Collection

DIVISION SPACE SUMMARY	*SQF*
2.1 - Branch Manager's Office	132
2.2 - Operations Manager's Office	132
2.3 - Circulation Desk (3 stations)	280
2.4 - Computer/Telecommunications Room	NA
2.5 - Custodial Sink and Storage Room	NA
2.6 - General Library Storage Room	200
2.7 - Mechanical and Electrical Space	NA
2.8 - Staff Entrance/Delivery Entry (shipping and receiving)	100
2.9 - Staff Lounge	202
2.10 - Staff Restrooms	N/A
2.11 - Staff Workroom	900
TOTAL:	1,946

2.1 - Branch Librarian's Office;
2.2 – Branch Operations Manager's Office

Assignable SQF: **264 (132 each)**

Occupancy   1-2 each

Function

The Branch Librarian and Branch Operations Manager will administer the Lemon Grove Community Library's Plan of Service from these offices. These offices will provide confidential space to conduct staff reviews and to meet with patrons or members of the public regarding library issues.

Flexibility and Expandability

Sufficient flexibility should exist (prefer no load-bearing walls, HVAC independent of room walls) to allow these offices to be relocated within the confines of the Circulation Services area, should the need arise to reconfigure the entire division.

Security and Supervision

While these are primarily staff areas with access controlled by a lock, the public should be able to access the offices from the Circulation Desk for private conversations without having to go behind the Circulation Desk or through the staff workroom. The offices should have large windows to see both the staff workroom and public library areas. All windows should have shades for privacy when necessary.

Spatial Relationships

Library management should be able to supervise most staff workroom activities from these offices, and should have visual access to the Circulation Desk. Staff should be able to get to the offices easily from the Circulation Desk to facilitate patron management. Offices may each have more than one entry door.

Adjacent to:
  Staff Workroom
  Circulation Desk

Close to:
  Reference Desk
  Children's Library

Access for the Disabled

The managers' offices must accommodate disabled staff by offering clearance under desks and tables; 36" wide, easily opened doors, and by meeting forward and side reach requirements.

Acoustics

Acoustical buffering should be above normal to screen noise from private meetings with patrons or reviews with staff members.

HVAC

HVAC should be independent of office walls to facilitate possible rearrangement. Each office should have an individually controlled thermostat. Care should be taken in the location of the HVAC diffusers to avoid drafts on the inhabitants.

Space Finishes

The managers use these offices daily to supervise all of the library's operations and employees. Walls and carpet will not see the heavy use of regular public areas, but still must maintain a professional appearance for many years of normal office use.

CEILING: Acoustical
WALLS: Painted gypsum wallboard (or equivalent), with limited glass partitions or sidelights to facilitate visual access to Circulation Desk and public visibility.
FLOOR: Carpet or carpet tile

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over work surfaces. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Power/Data/Voice

Management offices must have the full extent of power/data/voice ports to support a computer, Internet access, printer and a telephone.

Fenestration

Windows allowing supervision of staff in the workroom and at the Circulation Desk are highly desirable. Window treatments to prevent staff and the public from looking into the office are also highly desirable. Exterior windows are highly desirable.

Signage

Signs on the doors should identify the Branch Librarian's office and the Branch Operations Manager's office, respectively.

Furniture and Equipment (combined for both management offices)

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Chair, supervisor's	2	0	0
Chair, visitor's	2	15	30
Credenza	2	25	50
Desk, modular	2	50	100
Shelving, SF 66"H Steel or wood w/ 7 shelves	2	10	20
Printer stand	2	20	40
File cabinet (vertical)	2	12	24
Equipment			
Computer, San Diego County Library staff desktop	2	0	0
Telephone	2	0	0
Laser printer, black and white	1	0	0
Total			**264**

2.3 - Circulation Desk

Assignable SQF: 280

Occupancy 2-4 staff behind desk; 2-10 customers in queue

Function

The Circulation Desk is the main service point visible to the public when entering and leaving the library. It must present a well-organized and business-like appearance as well as provide an efficient process for checking out library materials. Each staffed checkout station should be identical in setup and function. All library patrons will bring materials up to the desk and place them on the service counter for staff to process. After checkout, staff will return the materials to patrons, who will exit the building. Although initially the Plan of Service projected four checkout stations, final Building Program allocations include three checkout stations.

A visually self-explanatory queuing system in front of the desk will encourage patrons to form a line during peak demand times. This can be accomplished through the use of portable traffic control posts, different floor materials, a contrasting color carpet, or another method that is flexible and works. Patrons standing in this line should not create a bottleneck for other library patrons entering or leaving the library. The Circulation Desk should convey a user-friendly, approachable interface that will encourage contact between the library's staff and library patrons.

In addition to checking out books, library patrons will pick up books being held for them on reserve, register for library cards, pay fines and request private consultation regarding their library circulation record. They will also ask directional questions.

This space is staffed 100% of library open hours. Staff will retrieve returned items from the return bins, check them in using the computer bar code, and sort them on trucks or shelving to be taken back out to the shelves. The area requires a simple, efficient way for staff to set newly returned items out for patrons to browse. This process gives patrons quick access to some of the most popular titles and also reduces the number of items for staff to shelve in the main book stacks.

Collections

This area will house library materials from the collection that are in transit to the book stacks (returns) or to the user (holds).

Flexibility and Expandability

Sufficient flexibility should be provided to allow inexpensive remodeling should it becomes necessary in the future. The Circulation Desk should be modular to facilitate future rearrangement.

Security and Supervision

The staff at the Circulation Desk supervises all parts of the library from this central point. Quick and easy access to patrons who set off the security gate alarms is important. The staff should also be able to see most of the Lobby, the entrances to the library, as well as the entrances to the Public Restrooms if possible. The public should not be able to approach the desk from behind staff workstations.

Spatial Relationships

The Circulation Desk must be adjacent to the Library Entrance and Lobby as well as the main circulation path in and out of the library, but just off to one side so as not to interfere with the flow of people coming and going from the library. The library staff at the Circulation Desk should have good visual supervision of the security system gates and be able to access the gates and Lobby relatively quickly if necessary.

The Circulation Desk should be adjacent to the staff workroom, and managerial offices, as well as the photocopier (see 1.2 Lobby). Further, it should be close to most all of the spaces in the children's library as there will be times when the service desk in the Children's Library is not manned. Because the Circulation Desk is the central staff service point, it must also be close to the Audio-Visual Library, new book display, reference collections and the online public access catalogs (OPACs). Again, because it will be the only staff service point in the library at some times of the day, it should have visual surveillance and proximity to most of the library's collections and seating areas.

Adjacent To:

Public Entrance and Lobby
Public Restrooms

Close To:

Audio-Visual Library
Branch Operations Manager's Office
Branch Librarian's Office
Operations Manager's Office
Children's Library
Browsing/New Book Display
Online Public Access Catalog (OPAC)

Access for the Disabled

Disabled patrons in wheelchairs must be able to approach the Desk and interact with staff at eye level; a portion of the desk must be no higher than 29". Disabled staff must also be able to do work at the desk, which requires clearance and access to supplies and equipment.

Acoustics

This space will be quite noisy because of patrons walking and talking; therefore, everything possible should be done to keep the noise generated in this area from spreading throughout the library.

HVAC

Make certain that HVAC diffusers are not directing hot or cold air directly on the staff at the various checkout stations. Provide a key lock controlled thermostat in this area.

Space Finishes

This finishes in this area present a special challenge because they will receive a very high degree of wear and tear, and because they must look good for the life of the building. The floor finish should either be a non-slip hard surface that is highly durable, or a high quality carpet that can be changed frequently. Any wall or casework surfaces should be highly resistant to defacement and easy to clean. All work surfaces should be attractive, with non-glare producing surfaces and rounded corners and edges to reduce the possibility of injury to staff and patrons alike. Walls in this area need corner guards because of potential damage from constant book truck movement.

CEILING: Acoustical tile or comparable absorbent material
WALLS: Vinyl, sisal or fabric wall covering.
FLOOR: Carpet tile or other cushioned surface

Illumination

On average, there should be a minimum of 40 to 50 foot candles of light in the space with preferably 70 foot candles delivered to work surfaces. The Circulation Desk should be "highlighted" in order to help patrons find this service area. Any signage should be illuminated as well for greater visibility.

Lights in this area must not create a heat build up for Circulation staff, who spend a lot of time at these workstations.

Power/Data/Voice

The Circulation Desk requires maximum access to power/data/voice capacity and ports. Nearly all Library functions will be controlled here, including lighting throughout the building. The Desk should be designed to hide cables and wiring, yet keep it accessible for maintenance and repair. The Desk requires two to three telephones, preferably wireless units with or without headsets.

Fenestration

Natural light is not required but is desirable to provide a more pleasant psychological setting; however care must be taken not to create glare in the computer screens present in this space or in the eyes of staff working at the desk for long periods of time.

Signage

A large sign visible from the Library Entrance as well as all parts of the library should identify the Circulation Desk. Smaller, strategically placed signs should identify areas for checkout, library cards, and reserves.

Furniture and Equipment

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Book truck	3	10	30
Queuing space (per person)			(included in Lobby)
Spring loaded book return bins	2	20	40
Chair, task	4	0	0
Stool, posture	2	0	0
Shelving, SF 66"H Steel w/ 5 Shelves	4	15	60
Circulation Desk with three checkout workstation areas	1	110	110
Equipment			
San Diego County Library checkout stations	4	0	0
Printer stand	2	20	40
Public address system	1	0	0
Security alarm connected to Sheriff's Station	1	0	0
Cash register	1	0	0
Telephone	2	0	0
Total			**280**

2.4 - Computer/Telecommunications Room

Assignable SFT:　　**0**

Occupancy　　1-2 staff, occasional use

Function

Lemon Grove Community Library's Plan of Service calls for shared electronic communications between the San Diego County Library and the Lemon Grove School District. Both entities were consulted to ensure optimal support capability for the Library's technology component. This room is where all of the data processing and telecommunications equipment will be housed to support the library's electronic capabilities. All data and telephone lines will originate here.

Flexibility and Expandability

Sufficient flexibility should exist to allow the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded, as computer systems are getting smaller, not larger.

Security and Supervision

This is a high security area and must be lockable. Only a few authorized staff should have access to the room. It is, however, desirable that the Computer Room be visible, via partial glass partitions, from the Staff Work Area.

Spatial Relationships

This space must be adjacent to and easily accessible from the staff workroom. Given that all areas of the library must be wired from this room, all efforts should be made to locate this area centrally so that, if possible, data lines don't exceed 300 feet.

Access for the Disabled

Disabled staff must be able to open the door.

Acoustics

Given the prevalence of noisy printers and humming of computers, this space should be acoustically isolated from adjacent staff work areas and the balance of the library. Access doors should have acoustical seals.

Space Finishes

This is a not public area and will be relatively Spartan, as it is primarily an equipment room.

CEILING:　Acoustical
WALLS:　　Painted Gypsum Wallboard, with partial glass partition between the Computer Room and adjacent Staff Work Area.
FLOOR:　　Sheet Vinyl or Vinyl Composition tile

Illumination

The light level should average at least 30 foot candles minimum with 40 foot candles preferred over work surfaces.

Power/Data/Voice

San Diego County Library requires this room have a dedicated electrical circuit. The room should be as centrally located in the building's interior as possible, but with no public access to its entrance.

Fenestration

Exterior windows and natural light are not desirable because of high potential for screen glare problems as well as security risks. The room must not have outdoor access. A window in the door is preferable.

HVAC

Individually controlled thermostat just for this room is essential as the temperature and humidity control for this area is critical (determine from computer vendor's specifications). Depending upon the final selection of computer equipment, it may be desirable to cool this space with a special "package unit" designed especially for computer room installation. This room should have a very good air filtration system to keep it as dust free as possible.

Signage

Sign on or adjacent to the door identifying the computer room and its staff-only status.

Furniture and Equipment

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Equipment			
Console, Computer System	1	0	0
DSU/CSU Telecommunications Device	1	0	0
Router/Switch	1	0	0
Telecommunications 4' x 8' wall mounted Backboard	1	0	0
Telecommunications Equipment/Hub / Multiplexer	1	0	0
Uninterruptible Power Supply (UPS), Single Device	1	0	0
Standard 19" rack hung perpendicular to wall	1	0	0
Total			**0**

(Equipment identified above is preliminary. San Diego County Library (SDCL) staff request minimum 6' x 6' floor area to house anticipated data and telecom equipment. Final space requirement will be verified with computer technicians and suppliers for SDCL and for Lemon Grove School District within 4-6 months of specification.)

2.5 - Custodial Sink and Storage Room

Assignable SQF: **0**

Occupancy   1 staff, occasional use

Function

Space must be provided throughout the building for sink closets and storage for custodial purposes. This is the main custodial closet for the entire library.

Flexibility and Expandability

It is not anticipated that these areas would change purpose or require expansion unless the building itself were expanded in the future, in which case additional custodial spaces would likely be constructed.

Security and Supervision

Provide automatic closer on solid-core door that cannot be opened without access key.

Spatial Relationships

The closet can be located anywhere in the circulation services division as long as it is convenient for custodians to utilize when cleaning the library and accessible from the Staff Workroom and Lounge.

Adjacent to:
    Staff Workroom
    Staff Lounge

Close to:
    Public Restrooms, as possible
    Staff Restrooms

Access for the Disabled

Staff with disabilities must be able to enter the room and reach cleaning materials and tools for general use. One cabinet with day-to-day cleaning supplies should be located within forward and side reach of staff in wheelchairs.

Space Finishes

This area will be Spartan and industrial in nature.

CEILING: Exposed structure
WALLS: Latex paint over sealed concrete, concrete block or water resistant gypsum wallboard
FLOOR: Sealed Concrete with a built-in mop sink at floor level

Illumination

Interior lighting will be industrial strength fixtures that deliver a minimum of 30 foot candles at floor level and preferably 40 foot candles.

Power/Data/Voice

Power to the room will be needed for lighting only.

Fenestration

Windows are not desired.

HVAC

Positive ventilation is critical to limit interior pollution. All custodial closets should have negative ventilation to contain chemical fumes from spreading into the building or separate exhaust system to keep fumes from entering the building's return air duct system.

Signage

A sign on the door should identify the room and its staff-only status.

Furniture and Equipment

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Cleaning equipment and supplies to be determined.			
Deep sink	1	0	0
Total			**0**

2.6 - General Library Storage Room

Assignable SQF: **200**

Occupancy   1 to 3 staff, occasional use

Function

This area provides space for general library storage. It will store back files, newspapers, furniture or equipment waiting to be repaired or to be placed into service, bulk paper, supplies shipments, and seasonal displays. It will also house extra building maintenance supplies, such as carpet tiles, lighting fixtures, or ceiling tiles.

Flexibility and Expandability

It is not anticipated that this area would change purpose or require expansion.

Security and Supervision

This area should have a set of double doors (or extra wide single door) for bringing bulky equipment in and out of the room, and a lock on the doors will control access.

Spatial Relationships

Adjacent to:
    Staff Entrance
    Staff Workroom

Access for the Disabled

The room must offer clear access for all staff to retrieve necessary materials.

Acoustics

This area will on occasion be a noise area when equipment is being loaded and unloaded, but usually is very quiet. The sound generated in this area must be dampened and not permitted to disturb any nearby library public service spaces.

Space Finishes

This area will be Spartan and industrial in nature.

CEILING: Exposed structure
WALLS: Painted Concrete, concrete block or gypsum wallboard
FLOOR: Sealed Concrete or vinyl composition tile

Illumination

Interior lighting will be industrial strength fixtures that deliver a minimum of 30 foot candles at floor level.

Power/Data/Voice

This room requires power outlets. Data and voice ports are not immediately needed; however, access to them may be required in the future.

Fenestration

This room should have no windows.

HVAC

This space requires a lower temperature and humidity than the rest of the area. An individual thermostat may be desirable in order to maintain this setting.

Signage

A sign on the door identifying Storage - Staff Only.

Furniture and Equipment

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Shelving, industrial	4	15	60
Supply storage cabinets	2	15	30
General storage area			110
Total:			**200**

2.7 - Mechanical and Electrical Space

Assignable SQF: **0**

Occupancy   1 staff, occasional use

Function

These spaces are for the placement of mechanical and electrical equipment, respectively, to operate the library's HVAC system and to power the building.

Flexibility and Expandability

It is not anticipated that these areas would change purpose or require expansion unless the building itself were expanded, in which case additional mechanical and electrical rooms might be required.

Security and Supervision

This room should have a set of double doors (or extra wide single door) for bringing bulky equipment in and out of the room and a lock on the doors to control access.

Spatial Relationships

Adjacent to: Staff Delivery Entrance

Access for the Disabled

All staff must be able to enter the room and access required equipment.

Acoustics

The sound of mechanical or electrical equipment must be dampened so that the noise generated from these spaces does not disturb staff or public areas of the library.

Space Finishes

This area will be Spartan and industrial in nature.

CEILING: Exposed structure
WALLS: Painted concrete, CMU or gypsum wallboard
FLOOR: Concrete with drain

Illumination

Interior lighting will be industrial strength fixtures that deliver a minimum of 30 foot candles at floor level.

Power/Data/Voice

The room requires power as required for all HVAC equipment and a back-up generator, as desired.

Fenestration

Exterior windows are not desired. The door should have a window in it to see into the room.

HVAC

Ventilation and cooling requirements should be determined based on equipment specifications for these spaces. Electrical switchgear will likely require positive ventilation to reduce heat build-up.

Signage

A sign on the door identifying: Mechanical Equipment Room - Staff Only.

Furniture and Equipment

Floor area for HVAC and electrical equipment rooms is included in the net-to-gross building floor area calculations. Specific floor area requirements will be determined by final building equipment specifications.

Total	**0**

2.8 - Staff Entrance/Delivery Entry

Assignable SQF: **100**

Occupancy   1-4 staff; occasional

Function

This is a separate staff-only entrance to the library that also serves as a shipping and receiving entry for daily deliveries. The entrance will open to an outside loading dock area large enough to accommodate small delivery trucks and vans.

Flexibility and Expandability

There will always need to be a separate staff entrance.

Security and Supervision

The public should not have access to this exit from inside the building. This entry connects directly to the Staff Workroom; therefore it must be locked from the outside and accessible only by key or by authorized entry from within the building.

Spatial Relationships

Adjacent to:
    Staff Workroom
    Mechanical Equipment Room

Close to:
    General Library Storage
    Custodial Sink and Supply Closet

Access for the Disabled

Disabled staff must be able to carry out required functions to the greatest extent possible when working in the Staff Delivery Entrance area processing incoming boxes or loading outgoing items.

Acoustics

This area can be noisy, especially when staff is arriving or when daily deliveries or shipments of books are in progress. It should be acoustically isolated from quiet areas of the library.

HVAC

General HVAC requirements apply. The HVAC system in this area should regulate temperatures that will fluctuate from the opening and shutting of the door.

Space Finishes

The area should be Spartan and utilitarian, but clean and bright.

Illumination

For security, strong exterior lighting is required to protect departing staff after library closing. There should be a well-illuminated path to the staff parking area.

Power/Data/Voice

The room requires general power capacity and accessible telecommunications conduit for future flexibility. Power capacity should match needs for any special packing equipment. A doorbell system will require power.

Fenestration

There should be a small view window in the entry door so staff can identify delivery personnel without violating the security of the work area. This is also useful for staff to "scout" the area before leaving the building after hours.

Signage

Sign on door identifying: Staff Entrance - Employees Only.

Furniture and Equipment

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Bulletin board	1	0	0
White board	1	0	0
Doorbell system	1	0	0
Shipping and receiving counter space and work area	1	100	100
Loading dock (exterior)	1	NA	0
Total			**100**

2.9 - Staff Lounge

Assignable SQF: **202**

Occupancy   2-4 staff

Function

This room is for the staff to relax during breaks, lunch and dinner periods. This area should truly offer a comfortable, quiet, and relaxing environment.

Flexibility and Expandability

It is not anticipated that this area would expand or change purpose unless the entire Circulation Services division were reorganized spatially.

Security and Supervision

This is a private staff area and is not accessible to the public.

Spatial Relationships

The Staff Lounge should be adjacent to the Staff Restrooms; however the restrooms should not open directly into the Staff Lounge.

Adjacent to:
> Staff Delivery Entrance
> Staff Restrooms

Close to:
> Staff Workroom
> Custodial Sink and Supply Closet

Access for the Disabled

The Lounge should offer clear access to amenities and under-counter storage for all employees. All ADA laws and guidelines for employee work areas apply.

Acoustics

The Staff Lounge can be noisy during meal times, but it is not usually a primary noise generator. Its location within Circulation Services should place it away from the Circulation Desk to prevent noise from entering the public part of the library.

Space Finishes

In keeping with its purpose, finishes should be soothing and informal. This area will not bear the heavy use and abuse of the public areas.

CEILING: Acoustical tile
WALLS: Painted Gypsum Wallboard or equivalent
FLOOR: Carpet or carpet tile, w/ Sheet Vinyl, or VCT, in front of the kitchenette.

Illumination

The light level should average 30 to 40 foot candles minimum with at tabletops. Lighting should be softer and warmer than in areas where reading is the primary activity. Some lights should be dimmable.

Power/Data/Voice

This space requires good power capacity for kitchenette appliances. It will require at least one telephone and data ports for staff to connect personal technology equipment.

Fenestration

Windows to the outside are required, and a pleasant view highly desirable.

HVAC

The system should provide exceptional ventilation and air filtration for this room as well as a mechanical vent over the kitchenette unit to keep the smell of cooking food from spreading throughout the library building.

Signage

A sign on the door identifying: Staff Lounge - Employees Only.

Furniture and Equipment

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Kitchenette with counter and sink	1	50	50
Lockers	6	5	20
Cabinets, Above Counter	2	0	0
Cabinets, Below Counter	2	0	0
Chair, Café	4	0	0
Table, Café	1	50	50
Chair, lounge	2	35	70
Table, end	1	12	12
Appliances			
Refrigerator (included with counter)	1	0	0
Garbage Disposal	1	0	0
Microwave Oven	1	0	0
Equipment			
Telephone	1	0	0
Total			**202**

2.10 - Staff Restrooms

Assignable SQF: **0**

Occupancy

1 staff each (women's and men's)

Function

These are restrooms exclusively for the library staff, with an appropriate number of fixtures based upon the size of the staff and the local code requirements. One men's and one women's restroom are planned.

Flexibility and Expandability

Restrooms do not require flexibility unless the library undergoes major expansion and renovation in the future.

Security and Supervision

Restroom will be self-supervised by staff.

Spatial Relationships

The Staff Restrooms should be adjacent to the Staff Lounge, however the Restrooms should not open into the lounge. These Restrooms should not be accessible to the public.

Adjacent to:
Staff Lounge

Close to:
Staff Workroom

Access for the Disabled

All staff must be able to enter and easily use the Restrooms. Wheelchairs must be able to maneuver in a 360-degree radius.

HVAC

Excellent and reliable individual ventilation systems are required.

Space Finishes

While this area will not typically be abused, finishes still must be of high durability, slip resistant and as maintenance free as possible.

CEILING: Water resistant gypsum board and latex paint
WALLS: Glazed ceramic tile, at least on wet walls to wainscot height.
FLOOR: Unglazed ceramic tile
FIXTURES: Sinks: self-activated, commodes: self-activated, wall hung

Illumination

Warm lighting, with bright lighting for mirrors.

Power/Data/Voice

Power capacity for lighting and power outlets in each restroom.

Fenestration

No windows are desired.

Furniture and Equipment (combined for both restrooms)

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Commode	2	0	0
Hand Dryer	2	0	0
Mirror	2	0	0
Paper towel dispenser	2	0	0
Trash Receptacle	2	0	0
Sink and lavatory counter	2	0	0
Soap dispensers	2	0	0
Total			**0**

2.11 - Staff Workroom

Assignable SQF: **900**

Occupancy 4-8 staff

Function

The staff workroom provides space for all behind-the-scenes staff activities needed for the staff to operate the Lemon Grove Community Library. The critical path of workflow is a very important consideration here and San Diego County Library staff should be involved in the Workroom's design.

One of the primary functions of this space is to support the Circulation Desk staff by assisting with sorting and re-shelving the library's collection. Overdue and reserve notices are also processed here. There are also mending workstations located here where staff mends and cleans library books and materials after they have been returned. Finally, all materials coming into the library through the Staff Delivery Entrance (new books, returning routed books, and books requested by patrons) move through the Workroom and on out to the library's shelves or directly to patrons.

Collections

This room will store many materials from the overall collection being processed or stored for non-public access.

Flexibility and Expandability

Since staff work areas are frequently remodeled and expanded, the workstations should be modular and flexible. Sufficient flexibility should be provided to allow inexpensive remodeling if it becomes necessary. This would include, for example, installing new carpet, or whatever floor covering is being used, under any service desk, built-in cabinetry or casework. Entry into this area from Circulation Services should be extra wide, with no doors necessary, unless as needed for fire code.

Security and Supervision

Staff in this area should be able to see the Circulation Desk to back up the public services staff and monitor the area for safety. It would be optimal if all workstations can be designed to be able to see a good portion of the library's public areas. Patrons should be prohibited from entering this space.

Spatial Relationships

Managers' offices and the Circulation Desk should be immediately adjacent to the staff workroom. Staff will move frequently between each space. For this reason, not only should there be quick and easy access between the spaces, but there should also be a clear view between the Workroom and the Circulation Desk so that staff can "fill-in" when a line starts to form at the desk. Placing a partial glass partition between the Workroom and the Circulation Desk may facilitate this.

Adjacent to:
> Branch Manager's Office
> Operations Manager's Office
> Circulation Desk
> Computer/Telecommunications Room
> General Library Storage Room

Close to:
> Staff Entrance and Delivery
> Staff Lounge
> Staff Restrooms

Custodial Sink and Storage

Access for the Disabled

Disabled staff must have clear access through aisles and to worktops. Clearance underneath at least one appropriate worktop must be provided. Most daily supplies should be shelved within forward and side reach from a wheelchair or electric cart. All ADA rules for employee work areas apply.

Acoustics

The sound generated in this space (primarily staff conversations, phone conversations, and the sounds generated by the routine processing of books and office work) needs to be absorbed and kept from filtering out to the Circulation Desk or the rest of the library.

Space Finishes

The finishes in the workroom should be comfortable but business-like to withstand daily constant use and traffic.

CEILING: Acoustical tile
WALLS: Painted gypsum wallboard with corner guards
FLOOR: Carpet or carpet tile.

Illumination

Requires minimally 30 to 40 foot candles on the counter tops of workstations, but preferably up to 50 foot candles. The general room lighting may be supplemented with task lighting to increase lighting levels on the counter tops. It is critical that the lighting in this area not create glare on computer screens, as staff will be working long hours on computers and eye fatigue can reduce productivity and cause errors. Standard non-glare office lighting such as parabolic fluorescent fixtures with semi-specular aluminum louvers is suitable.

Power/Data/Voice

The room must have maximum access to power/data/voice connections to support at least six computers, peripherals, cable access, and telephones.

Fenestration

While it is important to have a view window between this area and the Circulation Desk to allow staff here to observe the Desk, it is equally important that patrons standing at the Circulation Desk not have a direct view into the staff workroom as the latter can be visually messy. This usually can be accomplished with blinds, etched glass or some kind of lattice treatment on the window between the two spaces. Views to the outside, from within the workroom, are highly desirable.

HVAC

Care should be taken in the location of the HVAC diffusers to avoid drafts on library employees at workstations. The workroom should be designed as its own HVAC zone and with independent thermostat control.

Signage

Signs should identify Staff Workroom and its staff only status on doors leading to this area.

Furniture and Equipment

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Seating and Furniture			
Book truck	4	10	40
Bottled water dispenser	1	8	8
File cabinet (vertical)	3	12	36
Mail boxes, staff	1	15	15
Work counter	1	36	36
Cabinets, above counter	18	0	0
Cabinets, below counter	18	0	0
Work table	1	120	120
Chair, ergonomic task	6	0	0
Shelving, SF 60"H Steel w/ 5 Shelves	6	15	75
Stool	1	0	0
Typewriter stand	1	20	20
SDCL staff workstations with computers	6	75	450
Recycle bin	1	15	15
Cabinet, audio-visual equipment	1	15	15
Miscellaneous accessories (wastebaskets, etc.)	TBD		20
Equipment			
Fully equipped SDCL computers	6	0	0
Fax machine	1	0	0
Fax stand	1	20	20
Printer stand	1	20	20
Laser printer, black and white	1	0	0
Scanner	1	0	0
Telephones with optional headsets	6	0	0
Wall or floor safe	1	0	0
Scanner	1	0	0
Photocopier	1	30	30
Total			**900**

3.0 - INFORMAL READING/BROWSING

Assignable SQF: 182

Function

The primary function of the Informal Reading/Browsing area is to display Lemon Grove Community Library's most recently purchased materials. The new book display area should provide an attractive, functional display of recent library acquisitions with a small but comfortable area for patrons to examine materials. The seating area may be combined with other seating areas, such as Periodicals.

Spatial Relationships

When patrons enter the library, they should be able to see and have immediate access to the Browsing collection. Many will enter this area, select a new book and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area and then go on to other areas of the library.

Another typical pattern is for a parent to enter the library, drop a child off in the Children's Library and then proceed to Browsing. It is desirable to locate the Children's Library within sight of Browsing so that parents can keep an eye on their children's activities while they are browsing through the new books.

Patrons may also enter the library, browse in the new books display area, and then go on to the fiction collection to select additional books before returning to the Circulation Desk and subsequently leaving the library. For this reason, it is advantageous to have the new book collection in the proximity of the fiction collection.

Adjacent to:
        Audio-visual Library

Close to:
        Children's Library
        Circulation Services
        Library Entrance
        Fiction Collection and Seating

DIVISION SPACE SUMMARY	**SQF**
3.1 - New Book Display and Reading Area	182
TOTAL:	182

3.1 - New Book Display

Assignable SQF: **360**

Occupancy   2 public, seated; 1-4 public, standing

Function

This area houses Lemon Grove Community Library's new acquisitions, some of which will be displayed face-out to increase their visibility and appeal to patrons. Many patrons will enter this area and browse while standing, but occasionally they will want to briefly to examine an item more closely. Finding a book on a subject that interests them may also stimulate them to check the library's catalog for other books on the subject, therefore it is important to have OPACs located nearby for quick reference. Overall, this space should have the appearance and feel of a retail marketing space, and the book shelving should be attractive and accessible.

Collection

This area will feature 50 new books displayed face out on bookstore-style shelving and 150 new books shelved spine out. These stacks are allocated more square footage to allow plenty of circulating space for patrons to browse.

Flexibility and Expandability

This area requires general flexibility for rearrangement as necessary.

Security and Supervision

The staff at the Circulation Desk will supervise this area. The shelving and seating in this area should be carefully arranged so as to allow views of the New Book collection from the Circulation Desk.

Spatial Relationships

The new book display area should be highly visible and should be just to one side of the main traffic pattern in and out of the library. The Children's Library should be relatively close to the new book display area and visible from it. The new book display should be very close to the Audio-Visual collections and seating as many times patrons will browse for both new books as well as new Audio-Visual materials during the same visit to the library.

Adjacent to:
    Audio-visual Library

Close to:
    Children's Library
    Circulation Services
    Library Entrance
    Fiction Collection and Seating

Access for the Disabled

As with other book stack areas, aisle width should be minimum 42". The shelving in this section has been allocated extra space, which offers all patrons comfortable room to browse.

Acoustics

This area will be fairly noisy because it is close to the Circulation Desk and Audio-Visual collections; however, this area must begin the transition to other parts of the library that will provide a quieter atmosphere. Standard acoustical dampening strategies should be employed to help keep the noise generated in this space from spreading throughout the library.

HVAC

General HVAC requirements apply.

Space Finishes

The floor finishes must be of high durability, attractive and as maintenance free as possible to withstand very heavy traffic. Walls finishes should be attractive as well as highly durable and easy to clean.

CEILING:	Acoustical tile or equivalent
WALLS:	Highly durable: Sisal, vinyl or fabric wall covering
FLOOR:	Carpet

Illumination

Provide 30 foot candles vertically at 30" above the floor in book display shelving. Make certain that the lighting is even on the New Book display units, uniformly illuminated from one end of a range to the other, as well as from the top of the unit to the bottom.

Power/Data/Voice

Power/data/voice ports must be available throughout the area to accommodate any change in this space's function.

Fenestration

Natural light is highly desirable in this space.

Signage

One large sign identifying the new book area, visible from the Entrance Lobby.

Furniture and Equipment

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Reader's Seats			
Chair, lounge	2	35	70
Table, end	1	12	12
Lamp, table	1	0	0
Shelving			
50 new books/non-print materials			
SF 60"H shelving w/ 5 slanting face-out shelves	3	20	60
150 new books, spine out			
DF 60" H shelving w/ 10 shelves	2	20	40
Total			**182**

4.0 - REFERENCE SERVICES

Assignable SQF: **1,489**

Function

The primary function of this division is to provide the Lemon Grove public with access to professional reference librarians, reference books, indexes, the Internet and various other electronic databases. This area is the research center of the library and houses the reference book collection along with various indexes, a central cluster of Online Public Access Catalogs (OPACs) and public access computers with Internet access. Two kinds of computers—San Diego County Library Internet stations, and Lemon Grove School District's LemonLINK terminals—offer the public multiple options for technology use. The library staff will assist the public with their information searching both in electronic and print form.

Spatial Relationships

Patrons who are searching for answers to their informational questions will often enter the library and proceed directly to the Reference Services division. These visitors will most often head first to the OPACs and then to the Reference Desk area. For this reason, patrons should pass by the OPACs before they arrive at the reference collection. It is highly desirable to have the OPACs visible from the Library Entrance Lobby. After consulting the OPACs, patrons may subsequently visit the reference collection as well as the technology workstations while searching for answers to their questions.

The Non-Fiction Collection has a strong functional relationship with Reference Services. These two divisions must be adjacent for the library to function effectively. Reference Services should also be close to the Circulation Desk to allow staff at the Circulation Desk to assist patrons using the OPACs as well as search for reference books in the collection. While the Young Adult Services division should not be immediately adjacent to Reference Services, it should be nearby so that young adults can begin to be introduced to the reference tools in the library. The reference division should be at some distance from the Children's Library because noise generated from the children's library will disturb the concentration of patrons; however, total separation may not be possible.

Adjacent to:
Non-Fiction Collection

Close to:
Circulation Services
Fiction Collection
Library Entrance
Young Adult Services

Away from:
Children's Library

DIVISION SPACE SUMMARY	SQF
4.1 - Online Public Access Catalogs (OPAC)	135
4.2 - Reference Collection and public access computers	1,026
4.3 - Reference /Children's Services Desk	328
TOTAL:	1,489

4.1 - Online Public Access Catalogs (OPACS)

Assignable SQF: **135**

Occupancy   1-2 public at each of 3 stations

Function

Patrons will enter the OnLine Public Access Catalog (OPAC) area from many points in the library, but most frequently from the main Library Entrance. The OPAC cluster is a bank of computers that access only the library's online public access catalog. Patrons should not be encouraged to spend prolonged time at the OPACs, as they will receive a high volume of use. There should be space on the carrels to set down purses or books. One additional OPAC each is allocated in the Non-Fiction and Fiction sections.

Flexibility and Expandability

This space should be designed with no walls or fixed equipment. It is very likely that this area will need to be expanded in the future, and more OPAC stations placed in the same space. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Security and Supervision

This area will be supervised by Reference Desk and Circulation Desk staff as well as patrons themselves as there will be such a high volume of foot traffic.

Spatial Relationships

The OPAC cluster must be close to the Reference Desk so that staff can assist patrons when they are having difficulties using the OPACs and so that patrons can easily reach librarians when they have questions. The OPAC cluster must be adjacent to the Non-Fiction and Reference collections as many patrons will proceed on from the OPAC cluster to these collections after finding a citation in the catalog. There is a similar relationship with the Fiction collection, but it occurs less often because fiction books are shelved alphabetically by author and easy to find.

Adjacent to:
      Non-Fiction Collection and Seating
      Reference Collection and Seating

Close to:
      Circulation Desk
      Fiction Collection and Seating
      Public Entrance and Lobby

Access for the Disabled

OPAC stations must offer access to disabled persons as a computer workstation. Clearance underneath the workstations is critical.

Acoustics

This will be a relatively noisy area, as many people will be walking by and others will be talking with one another and library staff while using the OPACs. Each station as well as the building itself should be designed to absorb sound and not allow it to spread to other areas of the library.

Space Finishes

The floor finishes must be of very high durability, attractive and as maintenance free as possible to withstand very heavy traffic. Wall finishes should be attractive and durable, as many people will be passing though this space.

CEILING: Acoustical
WALLS: Vinyl, sisal or fabric wall covering
FLOOR: Carpet

Illumination

On average, there should be a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) on the counter tops. Light must also be non-glare because of the number of computer screens in the space.

Power/Data/Voice

The OPAC area must have maximum access to power/data/voice ports.

Fenestration

Natural light is not required, and may not be desirable given the computer screens in this area because of potential screen glare problems. If natural light is introduced, it must be indirect ambient light, or computer screens will have to be very carefully positioned. Computer screens and workstations should be placed at right angles to any windows that may cause glare.

HVAC

The HVAC system must be capable of addressing the heat build up in this area because of the large number of people here at any given time, as well as the heat generated by the equipment.

Signage

A large area sign viewable from all four directions should identify the library catalog area. Signage for all of the nearby collections (Non-Fiction, Reference and current Periodicals) should be visible to patrons seated or standing at the OPACs.

Furniture and Equipment

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Equipment			
Chair, technology workstation task	3	0	0
Computer, San Diego County Library			
OPAC (Online Public Access Catalog), Desktop	3	0	0
Workstation, technology carrel	3	45	135
Total			**135**

4.2 - Reference Collection and Public Computers

Assignable SQF: **1,026**

Occupancy   21 patrons at networked public access computers

Function

This space houses the Lemon Grove Community Library's non-circulating general reference books, including children's reference books. Reference books include directories, encyclopedias, almanacs, government documents and other research oriented documents. While much of this collection is currently in paper form, as time progresses the reference collection will likely be converted to electronic format.

In the Lemon Grove Community Library, the Reference Collection will also house public access San Diego County Library public access networked computers and LemonLINK thin client terminals that will provide ready access to reference and educational materials from the County and from the Lemon Grove School District's LemonLINK system. Both types of computers also offer applications software, such as Microsoft Office.

The children's reference collection consists of encyclopedias, directories, indexes, atlases and other documents used in assisting the staff to answer questions that children and parents may have. These books do not circulate.

Collection

The Reference Collection is distributed among general access book stacks and staff-accessible ready reference collection located behind or to the side of the Reference Desk (Area 4.3).

Flexibility and Expandability

This area may not expand in terms of overall floor area, but needs to be flexible over time for the possible conversion of book shelving to electronic workstations.

Security and Supervision

Reference Desk staff will supervise this area and must be able to see the reference collection book stacks, as well as all public access computers.

Spatial Relationships

The reference collection and seating must be adjacent to the online public access catalog (OPAC) and close to the Circulation Desk. The reference collection should be near the photocopier so that it is convenient for patrons to photocopy reference materials. While the Reference Collection is an extension of the Non-Fiction collection, there should be a visual division between the two collections.

Adjacent to:
> Reference Desk
> Online Public Access Catalog (OPAC)
> Public access networked computers (San Diego County Library and LemonLINK)
> Non-Fiction Collection and Seating

Close to:
> Photocopier

Away from:
> Children's Entrance

Access for the Disabled

The aisles in the Reference Collection must accommodate wheelchair-bound persons and not accumulate backpacks and bags belonging to patrons using the public computers. All patrons must have access to the public access computers, with sufficient clearance under desks and workstations.

Acoustics

This will be a relatively quiet area as users spend time here for research, computer use, and study. The furniture as well as the building itself should be acoustically designed to keep sound generated in other parts of the library from disturbing patrons in this area.

HVAC

General HVAC requirements apply. Computers must be protected from overheating and should not be near windows.

Space Finishes

Floor finishes must be of high durability, attractive and as maintenance free as possible to withstand fairly heavy traffic.

CEILING: Acoustical tile or equivalent
WALLS: Painted gypsum wallboard, Vinyl wall covering, or equivalent
FLOOR: Carpet or carpet tile

Illumination

Provide 30 foot candles vertically at 30" above the floor in the book stacks. Ensure that the lighting is even within the shelving aisles from one end of a range to the other as well as from the top of the book stack to the bottom. Provide non-glare and shadow-free light within the aisles for an even distribution of light to make reading book spines and books in the stacks easy. Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at tabletop level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books as well as viewing computer screens (OPACs, computers, and LemonLINK terminals, etc.).

Power/Data/Voice

This area requires maximum power/data/voice capacity and accessibility with furniture that accommodates users' computers, and an arrangement that hides cables yet offers access for repair.

Fenestration

Indirect natural light, with special consideration of the number of computers in this area, is desirable, but direct sunlight is undesirable. The reference collection will be placed toward the building's interior.

Signage

One large area sign that is visible from the OPAC cluster and the Circulation Desk identifying: Reference Collection, public computers, and LemonLINK terminals.

Furniture and Equipment

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Seating			
Rotating or flat freestanding literature rack for computer literature and flyers	1	30	30
Chair, Computer Station	21	0	0

LemonLINK Workstations (smaller carrels)	15	25	375
San Diego County Library PC Workstations (carrels)	6	45	270
Scanner table	1	54	54
Chair, task	1	0	0
<u>Collection</u>			
2,275 volumes including children's reference and homework helpers			
DF 60"H shelving w/ 10 shelves @ 180 vols./unit	14	18	252
200 ready reference books behind desk, including children's			
SF 42" H, 3 shelves @ 64 vols./unit	3	15	45
<u>Equipment</u>			
San Diego County Library networked computers	6	0	0
LemonLINK Winterms^{TM}	15	0	0
Scanner	0	0	0
Total			**1,026**

4.3 – Reference Desk

Assignable SQF: 328

Occupancy

Function

The Reference Desk will provide a staff contact point for information and research help. This desk may not be staffed 100% of library open hours. This desk should augment library staff supervision to parts of the library that are harder to see from the Circulation Desk. During busy times of the day, staff will be assigned here to assist patrons and help supervise the library's public use. Depending on final design, this desk may be a combined service point with the Children's Services Desk (see Area 10.7)

Collections

Special use collections (see below) are included in the Reference Desk area because patrons often require staff assistance with them. Ready reference books are listed under 4.2 Reference Collection.

Flexibility and Expandability

Online resources may gradually replace these print collections. Index tables may be replaced by computer workstations or additional readers' seating.

Spatial Relationships

The Reference Desk should be prominently positioned so as to provide a logical point of contact and starting place for the public approaching the reference area seeking assistance. The desk should be situated with easy access to both the Reference and the Adult Non-fiction collections. The desk should also establish sightlines to parts of the library that are not easily observable from the Circulation Desk.

Adjacent to:
      Reference Collection and Seating
      Public Access Computers
      Non-fiction Collection

Close to:
      Browsing/New Books
      Circulation Services (within sight)

Access for the Disabled

All or part of the Reference Desk should be kept at 29" high with clearance underneath to be accessible to patrons and/or staff in wheelchairs or on power-assist carts.

Flexibility and Expandability

Although the desk may be custom designed, this area should incorporate modular flexibility for rearrangement to a certain degree.

Space Finishes

Space finishes must be very durable and attractive at the same time, to withstand heavy daily use. Floor finishes must be of high durability, attractive and as maintenance free as possible to withstand fairly heavy traffic.

CEILING: Acoustical tile or equivalent

WALLS: Painted gypsum wallboard, Vinyl wall covering, or equivalent
FLOOR: Carpet or carpet tile

Fenestration

No windows are required in the immediate vicinity of the Reference Desk.

Acoustics

Patrons and staff will talk out loud at the Reference Desk, and provision should be made to buffer the conversations to improve confidentiality.

HVAC

General HVAC requirements apply. Care should be taken not to direct heating and air conditioning vents directly on staff at the desk.

Illumination

Lighting must be non-glare and conducive to prolonged staff use of the computer. Some task lighting should be available at the desk.

Power and Data Communication

The Reference Desk requires full access to power and communications connections for a minimum of two computers and two telephones.

Security and Supervision

The Reference Desk should have sight lines to the Circulation Desk. If possible, the Reference Desk should also have a silent alarm system. Staff at the Desk should have good visual control of the stacks in the immediate vicinity and should be able to see the Young Adult section well. Desk should be oriented to discourage patron approach from the sides or the rear.

Signage

Signs should help direct patrons to the Reference Desk to ask for help with collections or computers.

Furniture and Equipment

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Special use collections:			
Atlas Case	1	25	25
Dictionary stand	1	10	10
Map Case	1	35	35
Index Table	1	75	75
Pamphlet File (three-drawer vertical file)	1	15	15
File Cabinet (Lateral)	1	20	20
Reference desk	1	110	110
Lockable storage areas and drawer units (included in desk)	2	0	0
Chair, staff workstation	2	0	0
Chair, visitor	1	20	20
Queuing space	3	6	18
Equipment			
San Diego County Library staff reference computers	2	0	0
Telephone	2	0	0

Total   **328**

5.0 - AUDIO-VISUAL LIBRARY

Assignable SQF: **210**

Function

The primary function of the Audio-Visual Library is to provide a variety of audio-visual collections such as audio-books (books on cassette and on CD, music audio cassettes and CDs, video cassettes, and DVDs, as well as other non-print media developed in the future. These items, also called multi-media, are increasingly in demand in Lemon Grove as in most public libraries. No seating is immediately planned for this section; however, its location near new books and the Young Adult section allows users access to those seating areas.

Spatial Relationships

Many patrons will enter the Audio-Visual Library from either the Informal Reading/Browsing Area or directly from the library's Main Entrance after passing by the Circulation Desk. The Audio-Visual Library should be very close to Young Adult Services because young adults are often attracted to these materials.

Adjacent to:
      Informal Reading/Browsing

Close to:
      Circulation Services
      Library Entrance
      Young Adult Services
      Fiction Collection and Seating

DIVISION SPACE SUMMARY	SQF
5.1 - Audio-visual Collection	210
TOTAL:	210

5.1 - Audio-visual Collection and Seating

Assignable SQF: **210**

Occupancy   3-10 public, standing

Function

All categories of library patrons (adults, young adults and children) will come into to this area in search of audio-visual materials. Some audio-visual materials will be displayed face-out.

Collections

Some audio-visual items will be displayed face out using multi-media shelving with multiple display options.

Flexibility and Expandability

This area will likely require future expansion as the collections grow.

Security and Supervision

Staff at the Circulation Desk will supervise this area. The shelving and seating in this area should be carefully arranged to facilitate surveillance of the Audio-Visual collection from the Circulation Desk.

Spatial Relationships

This space should be just off the main traffic pattern extending from the Library Entrance and Circulation Desk into the main part of the library. The Audio-visual Collection should be situated near the Browsing/New Book area and can share patron seating provided for that function.

Adjacent to:
  Informal Reading/Browsing

Close to:
  Circulation Services
  Library Entrance
  Young Adult Services
  Fiction Collection and Seating

Access for the Disabled

All patrons must be able to browse through and reach audio-visual materials. Shelves will be no higher than 60".

Acoustics

This area may be noisy because of its proximity to the Circulation Desk, entrance, and new book browsing display. Standard acoustical dampening strategies should be employed to keep noise generated in this space from spreading throughout the library.

HVAC

General HVAC requirements apply.

Space Finishes

The floor finishes must be of high durability, attractive and as maintenance free as possible as they will get very heavy traffic. Wall finishes should be attractive as well as highly durable and easy to clean.

CEILING: Acoustical tile or equivalent
WALLS: Painted gypsum wallboard, vinyl wall covering or fabric wall covering.
FLOOR: Carpet or carpet tile

Illumination

Provide 30 foot candles vertically at 30" above the floor in audio-visual display shelving. Ensure that the lighting is even on the display shelving, from top to bottom and along the entire range. While it is desireable to "highlight" the audio-visual materials on the display shelving, the lighting should not create glare off of the materials making it difficult to read the covers.

Power/Data/Voice

As with other book stack areas, the area must have access to power/data/voice to be available for possible future rearrangements and/or other uses of this space.

Fenestration

Natural light is highly desirable in this space, but direct sunlight can create glare problems on the display materials.

Signage

One large area sign identifying the Audio-Visual Collection must be visible from the Entrance Lobby and the Circulation Desk. Signs may also identify the different formats in this section.

Furniture and Equipment

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
No seating			
Collection			
1,072 Video Cassettes and DVDs			
DF 60" H multi-media shelves @ 300 videos/unit	5	18	90
825 Music Compact Discs (825)			
CD easy-open drawer browsing bins @ 600 CDs/unit	2	24	48
921 Audiocassettes and books on CD			
DF 66" H@ 300 items/unit	4	18	72
Total			**210**

6.0 - ADULT FICTION COLLECTION

Assignable SQF: 1,222

Function

This division provides housing for and access to the Lemon Grove Community Library's fiction, paperback and large print book collection.   The fiction collection is the heart of the library's "popular library" role and will be divided between general fiction books and genre books i.e., westerns, science fiction, mysteries and romance novels. The Fiction Collection will be placed on the shelves with the genre books separated into separately identified collections, but all fiction is shelved alphabetically by author's last name.

The Fiction Collection is usually a self-help collection because of the relative ease in finding books, although reference librarians will act as reader's advisors to assist patrons to find literature they are interested in reading.

Spatial Relationships

The Fiction Collection should be easily identifiable from the Lobby.

Close to:
Public Entrance and Lobby
Audio-visual Library
Browsing/New Books
Circulation Services
Reference Services
Non-Fiction Collection

DIVISION SPACE SUMMARY		SQF
6.1 - Fiction Collection and Seating		1,222
	TOTAL:	1,222

6.1 - Fiction Collection and Seating

Assignable SQF: **1,222**

Occupancy   16

Function

The Fiction Collections offers the Lemon Grove public general works of fiction as well as categorized fiction genres, including romance, westerns, science fiction, and mystery. This section also houses the library's large print collection; both fiction and non-fiction. This space will also hold the paperback collection, which is mostly fiction.

Collection

Fiction titles are all filed alphabetically by author, making it easy for patrons to browse the sections for authors whose work they seek. Patrons often seek help for spelling authors' names or for a book title from the OPAC or from library staff. Patrons may also take several books to a table to review them prior to choosing items to borrow.

The collection is allocated as shown below. Shelving should not exceed 84" in height. One OPAC standing workstation should be provided at the end of a book stack range.

Flexibility and Expandability

This area must accommodate the full projected fiction collection for Lemon Grove Community Library. Book stack ranges may require future rearrangement.

Security and Supervision

The Circulation Desk and the reference services area supervise the Fiction Collection. The book stack and seating areas should be planned to optimize visual surveillance of all of this space; however, it is recognized that it may not be possible to have all areas visible to staff at the desk.

Spatial Relationships

In general, the Fiction Collection should be located toward the front of the library in the proximity of the Circulation Desk and the main Entrance to the library. The Fiction Collection should also be in the proximity of the New Book Display area and the Audio-Visual Library. Given the fact that several functions are competing for space near the library entry (such as the New Book Display and Audio-Visual Collection), it may not be possible for the Fiction Collection to be immediately accessible from the Lobby; but it should be clearly visible as patrons proceed into the library.

Close to:
> Public Entrance and Lobby
> Audio-visual Library
> Browsing/New Books
> Circulation Services
> Reference Services
> Non-Fiction Collection

Genre book stacks should be placed between the regular Fiction Collection and the new book display in the Browsing area to provide quick access for customers devoted to their specific genre. The paperback collection should also be visible and accessible; however, shelving units for these may be spread throughout the Fiction Collection and Seating space and placed wherever space permits.

Large print books are mostly fiction books and are used most frequently by seniors or others with failing eyesight. These books may be located anywhere in the fiction collection, but they should be relatively easy to find and are probably best located somewhere near the genre collection.

Access for the Disabled

General requirements apply; the minimum preferred aisle width between stacks is 42".

Acoustics

While this area will be relatively busy with patron activity, it should provide some refuge from the noise of the Circulation Desk, browsing and audio-visual collection areas. The architect and interior designer should endeavor to buffer some of the seating in this area so that patrons can escape for some quiet reading where they will not be disturbed. This may suggest that the fiction shelving itself separate the more active, noisy areas of the library from quieter reading zones.

HVAC

General HVAC requirements apply. This area must maintain optimal humidity levels to ensure against mold in the collection.

Space Finishes

Floor finishes must be of high durability, attractive and as maintenance-free as possible, to withstand fairly heavy traffic. For acoustical reasons, it is desirable that shelving and reading areas throughout the library be carpeted. Space finishes must be very durable and attractive at the same time, to withstand heavy daily use.

CEILING: Acoustical tile or equivalent
WALLS: Painted gypsum wallboard, Vinyl wall covering, or equivalent
FLOOR: Carpet or carpet tile

Illumination

Provide 30 foot candles vertically at 30" above the floor in the book stacks. Make certain that the lighting is even in the book stack from one end of a range to the other as well as from the top of the book stack to the bottom as much as possible. Provide non-glare and shadow-free light within the aisles for an even distribution of light to help customers easily read book spines and books in the stacks.

Genre books may be "highlighted" to attract patrons to the various collections, while not creating glare on the books or the surface of nearby reader's tables.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at tabletop level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books as well as viewing computer screens (OPACs, portable computers etc.). Computer screens and workstations should be placed at right angles to any windows that may cause glare.

Power/Data/Voice

As with other collection areas, the Fiction Collection needs access to full power/data/voice capacity and ports. Library patrons may wish to use their own technology in the seating area. The area may be rearranged in the future into a space requiring telephones or computers.

Fenestration

Natural light and windows near the seating are highly desirable. The library wants to encourage patrons to stay and read in a pleasant environment with a view if possible; however, solar orientation of view windows should be carefully considered, and glazing in these areas should be shaded or protected to avoid direct sun on reading tables or in patrons' eyes.

Signage

The area requires a large directional sign identifying the Fiction Collection, visible from the Library Entrance. Smaller specific collection signs identifying Westerns, Science Fiction, Mysteries, Romance, Large Print and, Paperbacks may be used as determined in the signage plan.

Furniture and Equipment

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Reader's Seats			
Chair, lounge	4	35	140
Table, reader's	3	100	300
Chair, reader's	12	0	0
Table, end	2	12	24
Stool, Step	2	0	0
Computer stand (OPAC)	1	20	20
Wastebasket	3	4	12
Collection			
3,452 general fiction			
DF 84" H @ 336 vols/unit	14	18	252
921 Mysteries			
DF 84" H @ 336 vols/unit	4	18	72
921 Romance			
DF 84" H @ 336 vols/unit	4	18	72
921 Science Fiction/Fantasy			
DF 84" H @ 336 vols/unit	4	18	72
767 Large Print (fiction and non-fiction)			
DF 84" H @ 336 vols/unit	3	18	54
690 Westerns			
DF 84" H @ 336 vols/unit	3	18	54
Paperbacks - 1,050 volumes on spinner racks	3	50	150
Equipment			
San Diego County Library OPAC Computer	1	0	0
Total			**1,222**

7.0 - NON-FICTION COLLECTION

Assignable SQF: **2,176**

Function

This division houses the Lemon Grove Community Library's adult and young adult non-fiction book collection. Biographies have their own section within this collection. Oversize books are interfiled, perhaps on the bottom shelf of each stack unit. The Non-Fiction Collection is central to the library's role as a reference and resource library for the Lemon Grove community. Library patrons typically need a great deal more assistance finding books in the Non-Fiction collection than they do in the Fiction Collection. Professional staff must be relatively close by to provide assistance and direction.

Spatial Relationships

The primary spatial relationship for the Non-Fiction collection is that it be adjacent to the Reference Services area. Before or during a visit to the Non-Fiction Collection, library patrons will usually consult one of the library's Online Public Access Catalogs (OPACs) in the reference services area.

Patrons typically enter the library, proceed to the OPACs, consult the catalog, and then go to the appropriate section of the Non-Fiction Collection to find one or more books. The patron will then either sit down and look at the books and/or check the books out at the Circulation Desk. Patrons may also consult with library staff to assist them during their search for information. Library staff will often need to access the Non-Fiction Collection to answer reference questions and will take patrons to the Non-Fiction Collection from the Circulation and/or Reference Desk to help them find books on a specific subject.

Adjacent to:
    Reference Services
    Periodicals

Close to:
    Circulation Services
    Fiction Collection and Seating

Away from:
    Children's Library

DIVISION SPACE SUMMARY	SQF
Non-Fiction Collection and Seating	2,176
TOTAL:	2,176

7.1 - Non-Fiction Collection and Seating

Assignable SQF: 2,176

Occupancy   24

Function

After locating books in the Non-Fiction Collection book stacks, library patrons will frequently sit down at tables, carrels, or in lounge chairs for fairly long periods of time to review the non-fiction books. This study usually takes a fairly high degree of concentration so it is best if the seating areas are quiet and removed, although they must be easily accessible to the aisles of the Non-Fiction Collection. It is generally better to have the seating interspersed throughout or surrounding the Non-Fiction Collection. It is not necessary or even desirable to have all of the seating together in one large reading room.

While in the non-fiction book stacks, patrons may wish to continue to consult the library's catalog several times. Therefore it is important to have strategically located OPACs in this area that are always relatively close to a patron regardless of where they are located in the non-fiction book stacks. These OPAC's should be highly visible to patrons entering the non-fiction collection and patrons seated at tables and carrels.

Collection

Lemon Grove Community Library's Non-Fiction Collection will be shelved according to the Dewey Decimal System. Biographies are shelved alphabetically by subject (person's last name). As much as possible, book stack ranges should contain maximum six 36" wide single faced or double faced sections. Shelving height should not exceed 84". One OPAC standing workstation should be located at the end of one book stack range.

Flexibility and Expandability

This area must accommodate the full projected non-fiction collection for Lemon Grove Community Library. Book stack ranges may require future rearrangement.

Security and Supervision

The Circulation Desk and the Reference Desk staff supervise the Non-Fiction Collection. The book stack and seating areas should be planned to optimize visual surveillance of all of this space; however, it is recognized that it may not be possible to have all areas visible to staff at the desk.

Spatial Relationships

The Non-Fiction Collection should be adjacent to the Online Public Access Catalog (OPAC) or have OPACs located in the book stacks. It should have good access to the Circulation Desk, the photocopier, the Reference Collection and the Fiction Collection and Seating. The Non-Fiction Collection should be far away from the noise of the children's library.

Adjacent to:
> Online Public Access Catalog (OPACs)
> Reference Services

Close to:
> Circulation Desk
> Photocopier
> Fiction Collection and Seating

Away from:
    Children's Library

Access for the Disabled

Minimum clear aisle width between ranges is 42". Main aisles should be at least five feet wide with side aisles at least four feet wide.

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide refuge from the noise of the rest of the library. The architect and interior designer should endeavor to buffer most of the seating areas so that patrons can escape for some quiet reading where they will not be disturbed. As noted above, seating areas are optimally placed in small groups, versus one large reading room, and shelving units themselves may be located as buffers between the quieter reader seating and the more active and noisy areas of the library.

HVAC

General HVAC requirements apply. This area must maintain optimal humidity levels to ensure against mold in the collection.

Space Finishes

The floor finishes must be of high durability, attractive and as maintenance-free as possible, to withstand fairly heavy traffic. For acoustical reasons, it is desirable that shelving and reading areas throughout the library be carpeted.

CEILING: Acoustical tile or equivalent
WALLS: Painted gypsum wallboard, Vinyl wall covering, or equivalent
FLOOR: Carpet or carpet tile

Illumination

Provide 30 foot candles vertically at 30" above the floor in the book stacks. Ensure that the lighting is even in the book stack from one end of a range to the other as well as from the top of the book stack to the bottom as much as possible. Provide non-glare and shadow-free light within the aisles for an even distribution of light to make reading book spines and books in the stacks easy. Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at tabletop level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books as well as viewing computer screens (OPACs, portable computers etc.).

Power/Data/Voice

As with other collection areas, the Non-Fiction Collection needs access to full power/data/voice capacity and ports. Library patrons may wish to use their own technology in the seating area. The area may be rearranged in the future into a space requiring telephones or computers.

Fenestration

Natural light and particularly view windows near the seating is highly desirable. The library wants to encourage patrons to stay and read in a pleasant environment with a view if possible. Computer screens and workstations should be placed at right angles to any windows that may cause glare. Solar orientation of view windows should be carefully considered in the planning of the library to avoid direct sunlight on reading tables and in the eyes of patrons.

Signage

One or more large directional signs, visible from the OPAC area and also the main circulation areas of the library should identify the Non-Fiction Collection. Signs on the book stack end panels should identify the Dewey Decimal classification ranges for those shelves.

Furniture and Equipment

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Reader's Seats			
Chair, reader's	20	0	0
Chair, lounge	4	35	140
Table, end	2	12	24
Table, reader's extra large	3	120	360
Carrels, study	8	35	280
Stool, Step	2	0	0
Collection			
18,720 Non fiction/ YA non-fiction and foreign language books			
DF 84" H, 14 shelves) @ 336 vols./unit	74	18	1,332
Equipment			
Computer, San Diego Library OPAC Desktop	2	0	0
OPAC Computer stand	2	20	40
Total			**2,176**

8.0 - PERIODICALS COLLECTION

Assignable SQF: **227**

Function

This space division provides public access to the Lemon Grove Community Library's periodicals (magazines, newspapers and other publications of a serial nature). The library's current magazines and newspapers will be housed on shelving that displays the cover of three to four magazines per shelf with approximately six months of back issues under the slanted shelf that pulls up for access to the back issues. The remainder of the back issue periodicals storage will be located in the Staff Workroom.

Space requirements to house back issues of periodicals are changing because of advances in electronic access technologies. In the traditional library, back issues meant paper copies of older magazines and newspapers, which were sometimes bound in hard covers. More recently, libraries began housing back issues on microfilm to save space and the costs of binding. Even more recent advances are making full-text of the back issues available on CD-ROM or directly online. Because the quality of graphic illustrations in this format still leaves something to be desired, the library will continue to house unbound copies of selected back issue periodicals for some time to come in the Staff Workroom. No microfilm readers are planned.

Spatial Relationships

In some libraries, current magazines and newspapers are located in the front of the library near the new books. While this is perfectly workable, it is equally acceptable to house current periodicals virtually anywhere in the adult library as long as the public can find them easily and the space is relatively quiet to allow sustained reading. Some libraries house periodical collections in an informal "living room" environment with comfortable lounge seating. Access to Circulation Services is important for back issue periodicals older than six months, and to the public photocopier where patrons can make photocopies of articles.

Close to:
> Circulation Services
> Public photocopier

DIVISION SPACE SUMMARY	SQF
8.2 - Current Magazine and Newspaper Display and Seating	227
TOTAL:	227

8.1 - Current Magazine and Newspaper Display

Assignable SQF: **227**

Occupancy   2-5 public

Function

Lemon Grove Community Library patrons will browse in this space and read recently acquired new magazines and newspapers. The space should be comfortable, non-institutional and inviting for relatively long stays or quick visits. Current magazines and newspapers will be displayed face out on sloped shelves. Each unit will accommodate 16 magazine titles. Reader's seating may be combined with or located near seating from other sections.

Collection

The full projected periodical collection will likely not be achieved for 5-10 years as reader preferences are determined and subscriptions are initiated. This collection should incorporate foreign language periodicals and newspapers to comply with the Lemon Grove Library Plan of Service.

Flexibility and Expandability

This area may need to be expanded, reduced or converted to PC usage. There is a higher probability of change in this area than many others, so flexibility is an absolute must.

Security and Supervision

Staff at the Circulation Desk or Reference Desk will supervise this area, but it is not critical that the Periodicals display be directly adjacent to these control desks.

Spatial Relationships

The location of the current magazine and newspaper display area is quite flexible. Wherever it is located, it is desirable that the Circulation Desk can supervise it. Patrons will occasionally be coming to the Circulation Desk seeking back issue periodicals that are stored in the staff workroom.

Close to:
Circulation Services
Public photocopier

Access for the Disabled

Because ADA requires that display items must be able to be reached with a 54" high wheel chair side reach, the shelving units will have only four sloped shelves for each unit and will be housed in 66" shelving units.

Acoustics

This area can be moderately noisy. Both patrons and librarians will be grateful for any reduction in noise provided by acoustical finishes and design.

HVAC

General HVAC requirements apply.

Space Finishes

The floor finishes must be of high durability, attractive and as maintenance free as possible to withstand moderately heavy traffic. The finishes and character of this area may be a different but complementary style from those in the rest of the library.

CEILING: Acoustical tile or equivalent
WALLS: Painted gypsum wallboard, vinyl wall covering or natural wood paneling
FLOOR: Carpet or carpet tile

Illumination

Provide 30 foot candles vertically at 30" above the floor in the magazine and newspaper display units, and an average of 30 to 40 foot candles minimum at reader seating areas. Supplementary lighting via table lamps within the lounge seating is desirable. Lighting should be evenly distributed on the display units, from one end of a range to the other as well as from the top of the unit to the bottom as much as possible. Provide non-glare and shadow-free light for an even distribution of light to make reading magazine covers and text easy. Provide high quality, non-glare light in the seating areas for reading newspapers and magazines. The use of accent lighting to highlight the magazine display units is encouraged in order to draw patrons to this area.

Power/Data/Voice

The Periodicals section needs full access to power and data/voice ports for patrons to use their personal portable computers.

Fenestration

Natural light is highly desirable in this space; indirect ambient light is best for reading print materials. View windows to the building exterior are also desirable provided that glare and direct sunlight does not interfere with reader comfort.

Signage

A large area sign identifying: Current Magazines and Newspapers or equivalent should be visible from the Lobby or from the areas closest to the Lobby.

Furniture and Equipment

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Chair, lounge	2	35	70
Table, end	1	12	12
Lamp, table	1	0	0
Collection			
Up to 100 current magazines			
SF 66"H Magazine Display Shelving w/ 4 Shelves			
@ 16 magazines each	7	15	105
10 Current newspapers or newsprint magazines			
60" H newspaper rack with 10 newspapers	1	40	40
Total			**227**

9.0 - YOUNG ADULT (YA) SERVICES

Assignable SQF: **648**

Function

The primary function of this division is to provide services to young adults (primarily ages 12 to 16) by giving them a space in the library that they can call their own, with collections and special study areas. Because of their "in-between" age, young adults often fall between the cracks with respect to library service. They are too old for the children's library but frequently not ready to utilize the services and all collections of the main adult library. In this space, the needs of young adults can be met with special collections, limited privacy, and the ability for young adults to exchange ideas in their typically loud conversational manner.

Spatial Relationships

The YA section should be close to the Audio-Visual Library because young adults like to browse those materials. It should also be near the Reference and/or Circulation Desk so staff can supervise the youth and so teens can use the Public Access Computers. Adjacency to the Reference Desk is desirable so that young adults can be encouraged to make use of the reference materials. However, this division should not be located too close to reference because the noise generated from the YA area may disturb the patrons in reference who are seeking quiet for study or research activities that require concentration. Depending on final design considerations, the YA section should be physically or, at a minimum, visually separated from the Children's Library.

A flexible, shared Group/Program Room, will be located for use by both areas (Children's and Young Adult) at different times during the day (see Children's Library). Teenagers can use this area for study and for group discussions that do not disturb others in the area.

Close to:
      Audio-visual Library
      Reference Desk
      Circulation Desk
      Reference Desk

Away from:
      Children's Library

DIVISION SPACE SUMMARY	SQF
9.1 - Young Adult Collection and Seating	648
TOTAL:	648

9.1 - Young Adult Collection and Seating

Assignable SQF: **648**

Occupancy   2-12 public

Function

Young adults will congregate in this space to find books and magazines and to read and talk with their friends. There will be a good deal of interaction among the youths, and the tables and chairs should be arranged to foster this socializing, i.e., lounge seats should face one another, carrels should be sized to allow two youths to sit down together side-by-side etc. This area should be somewhat out of the way to keep the noise generated from annoying other library patrons; however library staff from the Reference and/or Circulation Desks should easily supervise the space.

Collection

Young Adult fiction and paperbacks are a growing publishing category. YA non-fiction will be interfiled in the Adult Non-Fiction stacks. Young Adult periodicals will be new to the Lemon Grove community and teens should contribute to decisions concerning which ones to purchase.

Flexibility and Expandability

Like most collections in the library, the Young Adult area may grow and expand in the future. Hence, it should be designed with flexibility and adaptability in mind.

Security and Supervision

Staff at the Circulation Desk and/or Reference Desk will oversee this area. It is critical that staff can see all areas of this space, including book stack and seating areas. If this space is put inside a room for acoustical reasons, glazed partitions should provide clear views of the inhabitants of the room from the Circulation Desk and Reference Desk.

Spatial Relationships

See summary description, previous page.

Access for the Disabled

As with all book stack areas, shelving aisles will be minimum 42" wide. All ADA laws and guidelines apply.

Acoustics

Since young adults will frequently create considerable noise, standard acoustical dampening strategies should be used in order to keep the noise generated in this space from spreading throughout the library.

HVAC

General HVAC requirements apply.

Space Finishes

All finishes in this area must be as durable as possible, given the clientele. The floor finishes must be of high durability, attractive and as maintenance free as possible. Wall finishes should be attractive as well as highly durable, graffiti resistant and easy to clean. Since a special effort is being made to serve youths in this area, the interior design should appeal to young adults in order to attract them to use this space. This can be accomplished in part by the use of graphics, furnishings and decor that will be appealing to them, but also by engaging Lemon Grove teenagers in the design and decoration of this area. The area should be informal, comfortable and non-institutional.

CEILING: Acoustical tile or equivalent
WALLS: Vinyl, sisal or fabric wall covering w/ acoustical panels behind for sound absorption.
FLOOR: Carpet or carpet tile

Illumination

Provide 30 foot candles vertically at 30" above the floor in the book stacks. Make certain that the lighting is even in the book stack from one end of a range to the other as well as from the top of the book stack to the bottom as much as possible. Provide non-glare and shadow-free light within the aisles for an even distribution of light to make reading book spines and books in the stacks easy. Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at tabletop level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books as well as viewing computer screens (OPACs, portable computers etc.). The use of accent lighting is encouraged to help draw young adults to this area, as long as it is appropriate and doesn't create glare.

Power/Data/Voice

The YA section must be fully capable of accessing power/data/voice ports for teenagers to use library or personal technology. Teens will be among the first to use and adapt to emerging technologies, including wireless computers and Internet phone units available today.

Fenestration

Natural light and particularly view windows near the seating is highly desirable to encourage teens to stay and read in a pleasant environment.

Signage

Provide a large area sign identifying: Young Adults or signage as determined by the teen design team members that is visible from the entry or from major circulation routes through the library.

Furniture and Equipment

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Reader's Seats			
Chair, lounge	4	35	140
Chair, reader's	8	0	0
Table, end	2	12	24
Table, reader's	2	120	240
Miscellaneous seating (beanbag, etc.)	3	15	45
Collection			
1,485 Young Adult fiction			
DF 60" H @ 240 vols./unit	8	18	144
10 Young Adult Periodicals (10 titles)			
SF 66"H Magazine Display Shelving w/ 4 Shelves	1	15	15
Young Adult Paperbacks (300 vols. on rotating display)	1	40	40
Total			**648**

10.0 - CHILDREN'S LIBRARY

Assignable SQF: **2,572**

Function

Lemon Grove Community Library's Children's Library provides books and non-print materials for small (preschool) children and juveniles up to approximately 12 years of age. This area should be visually exciting and interesting to young children. The children's staff gives guidance in the choice of books and audio-visual materials, presents story hours, after school and audio-visual programs, and provides activities to create and display of children's crafts. The staff's primary job is to introduce children to the pleasures of reading and listening to stories.

Final design may combine the Reference Desk with the Children's Services Desk to combine service points for staff efficiency. This is often done within the San Diego County Library system.

Spatial Relationships

It is preferable for children not to traverse the adult library to enter the Children's Library. The Children's Library Entrance should be just inside the security system, very near the Circulation Desk. When children and parents leave the Children's Library, they should arrive immediately at the Circulation Desk. This relationship will facilitate the children's book checkout process and will minimize disruption to other library areas. The Children's Library Entrance should be very close to Informal Reading/Browsing and the Audio-Visual Library, to allow parents to browse for new books and audio-visual materials while simultaneously monitoring their children.

Some consideration should be given to acoustical devices that will mitigate the impact of noise from the Children's Library on other parts of the library where patrons are studying or reading.

Close to:
> Reference Desk/Children's Desk
> Audio-visual Library
> Informal Reading/Browsing
> Circulation Desk
> Library Entrance and Lobby

Away from:
> Non-Fiction Collection
> Young Adult Services
> Reference Services (as possible)

DIVISION SPACE SUMMARY	SQF
10.1 - Children's Entrance (Interior)	0
10.2 - Children's Collection and Seating	764
10.3 - Juvenile Collection and Seating	1,383
10.4 - Children's Program Area	300
10.5 - Children's Reference Collection	incl. w/adult
10.6 - Children's Restroom	0
10.7 - Children's Area Service Desk and Workroom	125
TOTAL:	2,572

10.1 - Children's Entrance (Interior)

Assignable SQF: **0**

Function

Lemon Grove Community Library's Children's Library may be treated as a discrete precinct within the library, with a defined entrance. This concept creates a sense of dedicated space while also buffering sound and activity from the rest of the library. The Children's Entrance should be unique, colorful and inviting to young and older children. Children should feel they are entering a special space of their very own. The interior design should provide interesting graphics, ceiling hung banners or mobiles and stuffed animal displays, as well as a book displays. This is not an entrance from the outside of the library building, but it should be immediately accessible and visible from the main Lobby upon passing through the security gates. Lemon Grove's children should be invited to participate in the design of all children's areas.

Flexibility and Expandability

This area may need to be expanded, or a different function placed here in the future. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Security and Supervision

Depending on final design the Children's Library may feature a separate Children's Services Desk; however, this staffing point may not be manned at all times. Therefore, the Children's Entrance will, at times, be monitored from the Circulation and/or Reference Desk and must be visible from these positions. To this end, the Children's Entrance should be wide, designed with a gateway or arch. The staff at the Circulation and/or Reference Desk must have a clear view of most of the Children's Library through the Children's Entrance or from other angles.

Spatial Relationships

This is the first space that children will see when they enter the children's library. There should be a clear path from the Entrance to the Children's and Juvenile Collections and seating areas. The Children's Restrooms must be easy to find and close to all children's areas, both coming and going from the Children's Library.

Adjacent to
> Children's Collection and Seating Area
> Juvenile Collections and Seating Area
> Children's Services Desk

Close to:
> Audio-Visual Library
> Circulation Desk
> New Book Display
> Public Entrance and Lobby
> Children's Restroom

Away from:
> Reference Collection and Seating
> Young Adult Collection and Seating

Access for the Disabled

It is critical to Lemon Grove that this area welcomes all children, regardless of physical ability. This area must feature minimum five-foot main aisles. Shelving will be no higher than 60".

Acoustics

This will be a very noisy area; however an effort should be made to keep the noise generated in this space from spreading throughout the adult and children's library. The entire Children's Library tends to be noisy; therefore, any and all acoustical methods that can be utilized to reduce sound transmission will be welcomed.

HVAC

General HVAC requirements apply.

Space Finishes

The floor finishes must be of high durability, colorful, child-resistant and as maintenance free as possible. Wall finishes should be highly durable and easy to clean. Finishes must be friendly and warm (e.g., colorful plastics and laminates are preferred to stone or tile). There should be no dangerous sharp edges.

Illumination

The actual level of the light in this area is less important than the impression it makes on children who are entering the Children's Library. The light must be warm and help reduce the scale of the space, but most importantly it is an opportunity for the library designers and architect to "dazzle" young users and spark their imaginations, opening their minds to new opportunities. Accent lighting should be appropriate for featured areas, from a mobile to a mural, or via the various feature displays.

Power/Data/Voice

The Children's Entrance requires power and data accessibility to the extent that lighting and/or computer-generated designs will be used.

Fenestration

Natural light in this area is highly desirable.

Signage

A large sign over the entrance identifying: Children's Library. The signage for the entire Children's Library, particularly the collections, should be visible to patrons standing just inside the entrance. Consistent with the character of this part of the library, signage may be more informal and playful than in other parts of the building.

Furniture and Equipment

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Bulletin board	1	0	0
Case, in-wall display	1	0	0
Sign, announcement	1	0	0

(All of the furnishings noted above can be integrated into a custom design for the Children's Entrance.)

10.2 - Children's Collection and Seating

Assignable SQF: **764**

Occupancy   5-22 public

Function

This area of the Children's Library houses the print collections for very young children. The collections consist primarily of picture books, Easy Readers (a standard library designation), and award winning books. There will also be space for seating for both young children and their parents. With (or without!) the assistance of their parents, caregivers, and library staff, young children will select reading materials. Parents will frequently sit down and read books together with their children. The library staff will assist young readers in this area by finding books on specific subjects or at appropriate reading levels.

Collection

Picture books and Easy Readers are shelved alphabetically by author. They may be separated into fantasy, holiday, and seasonal sections. Shelving should be covered with canopies to allow staff to display books on top.

Flexibility and Expandability

It is not expected that the Children's Library will expand but it may be subject to some internal rearrangement.

Security and Supervision

To the extent possible, all areas of this space should be easily visible from the Circulation Desk and the Reference Desk or combined Reference/Children's Services Desk.

Spatial Relationships

The children's collection and seating area needs to be close to the Children's Entrance as well as the Circulation Desk so that staff can supervise and assist young children.

Adjacent to:
> Children's Services Desk or combined Reference/Children's Services Desk
> Children's Entrance
> Juvenile Collection and Seating
> Children's Restrooms

Close to:
> Children's LemonLINK Homework Center
> Shared Group/Program Area (for story time, etc.)

Access for the Disabled

Picture books will be shelved no higher than 42". Aisle widths between stacks should be at 42" minimum.

Acoustics

This will be a highly noisy area requiring standard acoustical dampening strategies. The area must be physically separated from quieter areas of the library. Some libraries actually place the Children's Library in a separate room for acoustical isolation. If this is done, the room should afford visual surveillance by means of glass partitions.

HVAC

General HVAC requirements apply. If final design includes a door to an outside patio, the HVAC system must accommodate sudden changes in temperature.

Space Finishes

This space should be colorful and playful and should be designed around a theme appropriate for young children. Finishes should be durable, colorful, child-resistant and as maintenance free as possible. At the same time, finishes should be friendly and warm (e.g. colorful plastics and laminates are preferred to stone or tile).

CEILING: Acoustical tile or equivalent
WALLS: Vinyl or fabric w/ acoustical panels behind for sound absorption.
FLOOR: Carpet or carpet tile

Illumination

This is a very informal and playful area, and the arrangement of book shelving (or book bins for picture books) is often less rigorous than in other parts of the library. Nevertheless, illumination within the shelving areas should provide sufficient light for both viewing the books, at all levels, and for reading, including parents reading to children in lounge seating. Fixtures selected for this area may be more playful and less regimented than typical stack lighting in other parts of the library, consistent with the character of the Children's Library.

Power/Data/Voice

The Children's Collection requires full power/data/voice capacity. Preschool children in Lemon Grove will likely use wireless technology in the very near future, and Lemon Grove School District children are familiar with computers.

Fenestration

Natural light is highly desirable in the Children's Library, and view windows connecting to controlled, programmed outdoor children's spaces are also desirable.

Signage

Required signs include one large sign identifying Children's Books, and smaller signs identifying Picture Books and Easy Readers, or equivalent according to the overall signage plan. All signage should be visible from the Children's Entrance, Juvenile Collection and Seating and the Children's Service Desk.

Furniture and Equipment

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Reader's Seats (Children's)			
Chair, child's	8	0	0
Chair, lounge, for parents reading to children	4	35	140
Cushion, floor	10	10	100
Table, children's	2	100	200
Collection			
4,802 Easy Readers and picture books (calculated at 20 per linear foot)			
DF 42" H @ 360/unit	18	18	324
Total:			**764**

10.3 - Juvenile Collection and Seating

Assignable SQF: 1,383

Occupancy 5-20 public

Function

This area of the Children's Library houses the print collections for older children (juveniles ages 9-14) and the LemonLINK Homework Center. The collections consist of fiction books, Newbury Award books, paperbacks, and non-fiction books. There will also be space for seating for both juveniles and their parents or caregivers. With the assistance of their parents, caregivers, and library staff, juveniles will select reading materials, either at the main OPAC terminals or at any LemonLINK station. Parents will frequently sit down and read some books together with their children. The library staff will assist by finding books on specific subjects or at appropriate reading levels. These children are often old enough to begin searching for their own materials.

Collection

The fiction books in this collection are shelved alphabetically by author. Non-fiction is shelved by Dewey Decimal System. Children's periodicals will be new to the collection, and staff should solicit input as to which ones to order. Shelving within the Children's picture book/Easy Reader area can be arranged more informally but must accommodate the required number of volumes indicated below.

Flexibility and Expandability

This area may need to be expanded in the future as the collection grows. To that end, the area should be planned with flexibility in mind.

Security and Supervision

Circulation Desk and Children's Service Desk staff will supervise this area. To the extent possible, all areas of this space should be easily viewable from these desks.

Spatial Relationships

The Juvenile Collection and Seating Area should be close to the LemonLINK Homework Center because children of this age will recognize and use these units to complete homework. The space should be in the proximity of the Circulation Desk and/or Reference Desk, but the size of the collection will force it to be somewhat removed. This space should be visible from the Children's Entrance, but, again, it will likely be somewhat removed from the front of the children's library simply because of its size.   It is desirable that the Juvenile Collection be separated, as much as practical, from the Children's Picture Book and Easy Reader area, because these older children are more able to focus on and actually study reading materials.

Adjacent to:
> Children's Collection and Seating
> Children's Restrooms
> Children's Service/Reference Desk

Close to:
> Children's Online Public Access Catalog (OPAC)
> Circulation Desk
> Shared Group/Program Area

Access for the Disabled

Shelves in this area will be no higher than 60".

Acoustics

This will be a noisy area. Standard acoustical dampening strategies must be utilized.

HVAC

General HVAC requirements apply.

Space Finishes

This space should be designed to appeal to older children who have outgrown the children's area but are not quite yet ready for the young adult library. An "adventurous" theme, such as space exploration, would be appropriate, in contrast to the "stuffed animal" approach in the children's area. Floor finishes must be of highly durable, child-resistant and as maintenance free as possible.

CEILING: Acoustical tile or Equivalent
WALLS: Vinyl or fabric wrapped acoustical panels, which may also serve as tack-able surfaces for artwork and rotating displays.
FLOOR: Carpet or carpet tile

Illumination

Provide 30 foot candles vertically at 30" above the floor in the book stacks. Ensure that lighting is even in the shelving areas, from one end of a range to the other as well as from the top of the book stack to the bottom as much as possible. Provide non-glare and shadow-free light within the aisles for an even distribution of light to facilitate reading book spines within the stacks. Provide a minimum of 30 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas.

Power/Data/Voice

The Juvenile Collection requires full power/data/voice capacity. Children from the Lemon Grove School District use computers every day and are very open to emerging technologies.

Fenestration

Some natural light is highly desirable. Computer screens and workstations should be placed at right angles to any windows in the Children's Library that may cause glare. Lighting should be warm and help reduce the scale of the space. Display cases must be internally illuminated.

Signage

A large area sign should identify "Juvenile Collection", and smaller signs should identify "Fiction" and "Non-fiction," or equivalent terms as determined by design team. All signage should be visible from the Children's Entrance, Circulation Desk and Children's Service Desk. Computer stations should also be identified and highly visible to juvenile patrons.

Furniture and Equipment

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Readers' seating			
Chair, juvenile	8	0	0
Chair, juvenile lounge	4	25	100
Table, end	2	12	24
Table, juvenile	2	100	200
LemonLINK Homework Center (carrels)	8	30	240
Bench, juvenile computer (capacity 2)	8	0	0

<u>Collection</u>

4,930 Juvenile fiction (12 per linear foot)			
DF 60" H @ 360/unit	18	18	324
4,760 Juvenile non-fiction (12 per linear foot)			
DF 60" H @ 360/unit	18	18	324
1,000 juvenile paperbacks (spinner racks)	3	40	120
10 Juvenile periodicals	1	15	15
234 Audiocassettes, books on CD, and music CDs			
DF 60" H 10 multi-media shelves@ 300 items/unit	2	18	36

<u>Equipment</u>

LemonLINK Winterms[TM]	8	0	0
Total			**1,383**

10.4 - Children's Shared Group/Program Area

Assignable SQF:　　**300**

Occupancy　　20 children; 2 staff

Function

This area will provide space for many different kinds of activities and programs, from story hour presentations to puppet shows and audio-visual programming as well as arts and crafts activities. Generally, children will sit in a semi-circle with either library staff making a presentation or an Audio-visual projection screen or TV monitor being the focus of their attention. Other times, tables will be set up for children to sit at and participate in crafts projects.

To maximize use of the room throughout the day, teenagers using the Young Adult Services area may be allowed to congregate here during after school hours at certain times during the week. Most children's programming will be for preschool children using the library during school hours. The community has an opportunity to contribute to the design of this room to make it as flexible and effective as possible.

Very large children's events will move to the Community Meeting Room. Storage for items used here is mostly provided under 10.7 Children's Services Desk and Workroom, with excess storage provided in 2.5 General Library Storage Room.

Flexibility and Expandability

The area should be flexible, but a space may be designed to offer a stage or theater area. Portions of the space may be elevated (but not depressed into the floor because this greatly limits future flexibility) to provide steps or terraces upon which children may sit, as long as the area can still accommodate tables being set up for craft sessions. The Program Area may be enclosed as long as glass-demising walls separate it from the rest of the library to allow an unobstructed view. Such a physical separation may also be useful to achieve acoustical isolation.

Security and Supervision

Children's services/Reference desk staff will supervise this area. Direct sight line from the Circulation Desk to this area is highly desirable.

Spatial Relationships

Adjacent to:
　　Juvenile Collection and Seating

Close to:
　　Children's Collections and Seating
　　Children's Services Desk
　　Children's Workroom
　　Children's Restroom
　　Young Adult Services (perhaps in between Children's and YA)

Access for the Disabled

Children with most kinds of disabilities must be able to enter and use this space as possible. Steps or dips in the floor would be dangerous.

Acoustics

This will be a noisy area, especially during craft projects or similar activities. It must be buffered from the rest of the children's library as much as possible.

Space Finishes

This space is an opportunity for the architect and interior designer to provide an extra special environment for children. It will be the venue for many group activities and will be used by most of the children in the community. It should, therefore, create a positive, fun and lasting impression. The floor finishes should be hard surface, colorful, child-resistant and as maintenance free as possible. Walls finishes should be colorful, highly durable and easy to clean. Finishes must be friendly and warm.

CEILING: Acoustical tile or equivalent (sound-absorptive)
WALLS: Vinyl or fabric-wrapped tack-able panels to accommodate display of children's artwork or displays.
FLOOR: Vinyl Composition tile, sheet vinyl or linoleum

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. Provide feature lighting at the puppet stage / story teller's position, with dimming controls for show time purposes. Program Area ambient lighting may be controlled with on-off switches, but there should also be some lighting which is dimmable so that the lamps may be dimmed down or up at the beginning and end of programs which require complete darkness. It may be appropriate to provide this dimmable lighting in the form of "wall washers" at the perimeter of the room that can also be used to highlight artwork displayed on the walls. There should be a modest dimmer controlled spot lighting system that will allow flexible highlighting of the stage/story teller's position. Non-glare producing lighting is necessary because this area may be occasionally used for computer purposes as well.

Power/Data/Voice

This area should have power access, as well as option to set up a computer or other technology. It will need power for a TV and VCR.

Fenestration

Natural light is not required in this space. Any windows in the Program Area must be able to be completely blacked out though the use of mechanical screens or blinds in order to produce high quality audio-visual presentations.

HVAC

Within minutes, the programming room HVAC system must be able to go from accommodating 20 active children and parents to a group of five. This area will face significant and quick changes in body-heat. Care must be taken to equalize temperatures in this area. Consider a quick recovery heating and/or cooling system in this area to keep the temperature at the desired level for occupants. Thermostats for the area should be key lock controlled and connected with the energy management system for the building.

Signage

Signage is not a major requirement for this space, given that its purpose is obvious and most activities are scheduled and programmed by the Children's Librarian. If provided, a small sign on or adjacent to the door may read: Children's Programs.

Furniture and Equipment

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Chairs, children's stackable	20	10	200
Tables, children's adjustable height, folding	5	0	0
Puppet theater	1	50	50
Rolling media cart	1	25	25
Chair, story teller	1	25	25
Television	1	0	0
VCR/DVD unit	1	0	0
Total			300

10.5 Children's Reference Collection
Included with 4.2 Adult Reference

10.6 - Children's Restroom

Assignable SQF: **0**

Occupancy   1-2 public

Function

These are public restrooms just for children. They are intended as single fixture, unisex toilet rooms that may be used by parents of either gender to accompany small children. They should be sized to meet the local building code and ADA requirements. Interiors of the Children's Restrooms should be bright and colorful; and each should accommodate a fold-down diaper changing station.

Security and Supervision

Children's Librarian and/or Reference Desk staff will supervise this area. The entry doors to the Children's Restroom should be in the line of sight of staff at the desk.

Spatial Relationships

The Children's Restrooms should be reasonably convenient from the Children's Library Entrance, but they should not be too close to the main Lobby to discourage their use by adult patrons. These restrooms are exclusively for accompanied or unaccompanied children and for parents using the diaper changing stations. Restrooms should be conveniently accessible from the children's collection space as well as the children's program area.

Adjacent to:
>Children's Collection and Seating
>Juvenile Collection and Seating
>Children's Program Area

Close to:
>Children's Services Desk
>Reference Desk

Within sight of:
>Circulation Desk

Access for the Disabled

All ADA compliance must be observed in the restrooms, including clearance under sinks and reachable fixtures. Exposed pipes under sinks should be insulated to prevent burns or injury. No stall doors are required. Entry doors must have easy to use levers. Room within each restroom must allow a full turning radius for wheelchairs.

Acoustics

Electric hand dryers, if used, must be adequately sound dampened from adjacent spaces. All reasonable acoustical dampening is appropriate for this area, but the need for low-maintenance, sanitary finishes limits this provision.

HVAC

HVAC requirements are as for 1.3 Public Restrooms.

Space Finishes

As juveniles may abuse this area, it must be as resistant to vandalism as possible. Floor finishes must be of high durability, slip resistant and as maintenance free as possible. Wall finishes, fixtures, stalls

and counters should be highly durable, graffiti-resistant and easy to clean. All fixtures should be sized for children.

CEILING: Water resistant gypsum board with epoxy paint.
WALLS: Glazed ceramic tile with dark grout, at least on walls behind and adjacent to plumbing fixtures
FLOOR: Unglazed ceramic tile
FIXTURES: Sinks: Self-activated; commodes: self-activated, wall hung

Illumination

Illumination levels should be bright to give these restrooms the appearance of being clean and safe.

Power/Data/Voice

Power is required for general lighting and cleaning appliances. No data or voice capacity is required.

Fenestration

No windows are necessary or desired.

Furniture and Equipment

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Commodes (allow 45 square feet total for each unisex restroom)	2	45	90
Diaper Changing Counter (fold-down)	2	0	0
Electric Hand Dryer	2	0	0
Mirror	2	0	0
Paper towel dispenser	2	0	0
Sink and lavatory counter	2	0	0
Soap dispensers	2	0	0
Total			**0**

10.7 - Children's Area Service Desk and Workroom

Assignable SQF: 125

Occupancy 1 staff or volunteer

Function

This area provides a service desk for the Children's Library, as well as a space for staff to store materials for children's programs and to work on the development of resources to serve children. Given staffing limitations, the service desk may only be occupied on a part-time basis and should not replace the Circulation Desk as a principal monitoring point for the Children's Area. Depending on final design, the Children's Services Desk may be combined with the Reference Desk. If that occurs, some square footage from the Reference Desk may be transferred to this space.

Security and Supervision

The service desk may be a freestanding piece of millwork, or a movable custom furniture piece. In either event, it should be located in a highly visible position within the Children's Library, in order to provide guidance and assistance to child patrons. The workroom is a private, staff-only space which should be lockable.

Spatial Relationships

This area should be strategically located within the Children's Library as described above. It should be placed to maximize visual surveillance of all sections of the Children's Area.

Access for the Disabled

The desk and workroom must allow disabled staff full accessibility, with clearance under the desk and counters and with lower cabinets available.

Acoustics

Some provision for acoustical buffering should be made for this area.

HVAC

General HVAC requirements apply. HVAC should be independent of office walls to facilitate possible rearrangement. Separate thermostat control is preferred.

Space Finishes

Floor finishes should be easy to clean and as maintenance free as possible because staff will work with craft materials such as glue and, possibly, paint.

Illumination

An average of 30 to 40 foot candles of non-glare office lighting, with task lighting providing up to 50 foot candles on the work surfaces. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Power/Data/Voice

The room should have access to power/data/voice ports. One telephone will be useful. The room could have a computer in the future.

Signage

This room should be identified as for staff only.

Furniture and Equipment

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Shelving			
SF 84" H steel w/5 shelves	2	15	30
Staff Workspace			
File cabinet, vertical	1	10	10
Chair, task	1	0	0
Staff workstation (counter)	1	35	35
Stool	1	0	0
Children's Service Desk (see Area 4.3)	1	50	50
Equipment			
Telephone			0
Total			**125**

11.0 - COMMUNITY MEETING ROOMS

Assignable SQF: **1,240**

Function

The function of this division is to provide public meeting space for library programming, small group study and tutoring, and use by community groups. The Conference Room accommodates meetings of small groups, especially civic boards, and other committee meetings. We envision this room as a locked space, furnished with comfortable chairs and a good-quality meeting table.

The Meeting Room is programmed to be part of a larger Community Conference and Educational Center which is located adjacent to the Lemon Grove Community Library and which is designed to accommodate larger group meetings, performances and library programmed activities.

The Conference Room should be located centrally within the library and should be accessible from the primary circulation route through the library structure. It should be easily accessible to the adult reading areas. The Meeting Room is part of a larger meeting facility, which will be used by the library and by other civic and community groups. This combination of meeting spaces affords the library with access to much larger activity spaces, though only a portion of them will be allocated to the basic library program as described herein. Restroom facilities provided within the library will serve both the library itself as well as the Community Conference and Educational Center.

DIVISION SPACE SUMMARY	SQF
11.1 - Conference Room	240
11.2 - Meeting Room	1,000
TOTAL:	1,240

11.1 - Conference Room

Assignable SQF: 240

Occupancy 8-10 public or staff

Function

The conference room is envisioned as a seminar room with a conference table to be used by civic committees, small groups, and for study and tutor purposes.

Spatial Relationships

The conference room should be located centrally in the library, should be visible and controlled by staff, and should not block the visibility of other areas of the library. The room should be lockable.

Access for the Disabled

The room should provide under-table clearance and enough space for disable persons to maneuver in wheelchairs or with assistive devices.

Acoustics

The Conference Room should be sound-proof from the rest of the library.

HVAC

The room should have separate temperature control, with a thermostat in the room.

Space Finishes

This room should be considered a relatively high-finish room with a good quality conference table and comfortable chairs. Finishes should include quality, but durable carpeting, painted or fabric-covered wall finishes (with option for some wood paneled wall finishes, or equivalent), and acoustical tile ceiling finishes. "Chair rails" to accommodate exhibit boards are desirable, as are tackable surfaces on at least one long wall of the space.

CEILING: Acoustical
WALLS: Vinyl or fabric with acoustical panels behind tack-able wall board.
FLOOR: Carpet or carpet tile
DOORS   Glass window

Fenestration

This room must be visible from some part of the library proper, through interior clear doors or windows. Outside windows are optional.

Power/Data/Voice

Power and data outlets should be accessible from each wall of the room, if possible. One telephone will be required.

Illumination

This space should be equipped with comfortable, low-glare general illumination such as might be derived from deep-cell parabolic light fixtures, or indirect lighting, over the conference table itself. Feature lighting, in the form of "wall washers," or lighting designed to illuminate wall displays, should complement the ambient illumination of the room.

Signage

The room should be identified by a sign, as determined by the building design team. Signs should explain the policies governing use and scheduling of the room.

Furniture and Equipment

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Chair, Conference Room	8	0	0
Table, Conference	1	200	200
Credenza	1	40	40
Equipment			
Telephone	1	0	0
Total			**240**

11.2 – Community Meeting Room

Assignable SQF: 1,000

Occupancy   80 public

Function

This is a meeting, performance and program activity room intended as part of a larger, sub divisible Community Conference and Educational Center directly affiliated with the library building but accessible independently for civic events and meetings.   The Lemon Grove Community Library will reserve all or part of this community facility on an as-needed basis for library programs and activities.

Spatial Relationships

The Community Meeting Room should be easily accessible from the Library Entrance, but it should be situated such that it is accessible from a shared Lobby or outdoor patio so that it can be used independently even when the library is closed.   The Community Meeting/Educational Center, of which the Community Meeting Room is part, should be situated so that it can share the Public Restrooms and other support facilities, which will be sized to accommodate both functions.   These restrooms should also be accessible when the library is closed without compromising the security of the library structure.

Access for the Disabled

Provision must be made to allow disabled visitors to enter the Meeting Room and access tables or appropriate seating.

Acoustics

Sound should be controlled so that noise from outside the room does not disturb inhabitants, and vice versa.   A sound system built into the room must be controllable from the front and the back of the room.

HVAC

The HVAC system will be part of the overall system serving the Conference and Educational Center. This complex will be open and operational when other parts of the library are not and should be able to be operated independently to save energy costs.   Within minutes, the meeting room's HVAC system must be able to go from accommodating 50 active children and parents to a smaller group of sedate participants.   Care must be taken to equalize temperatures in this area, such as use of a quick recover heating and/or cooling system.   Thermostats the room should be key lock controlled.

Space Finishes

The room's floor finishes must be highly durable and as maintenance free as possible.   The floor will sustain heavy, regular use.   Wall finishes should be attractive, durable, and easy to clean.   Provision must be made to display artwork, as public art is a significant desire of the Lemon Grove community.

Fenestration

Any windows in the room must be able to be completely blacked out through the use of mechanical screens or blinds to facilitate multi-media presentations.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained.   All lighting must be controllable at each entrance, at the front of the room where presentations will be located.   The meeting room's general area lights may be controlled with regular toggle switches, but there should also be some lighting controllable by a rheostat so that lamps may

be dimmed. It is suggested to provide these dimmable lights as wall washers around the room's perimeter, so they can also be used to highlight artwork displayed on the walls.

Power/Data/Voice

The room must have maximum access to power and telecommunications. All power/data/voice outlets must be able to be controlled from the front and back of the room. There should be outlets on every wall.

Furniture and Equipment

Description of Furniture and Equipment	UNIT QTY	UNIT SQF	EXT. SQF
Chair, stacking	80	10	800
Tables, (from Conference Center)	20	0	0
Lectern, with space for a portable computer	1	60	60
Cabinet, audio-visual	1	40	40
Serving counter, incl. appliances	1	75	75
Cabinets, above counter	4	0	0
Cabinets, below counter	4	0	0
Sink	1	0	0
Refrigerator	1	0	0
Dishwasher	1	0	0
Equipment			
Computer projection unit, such as Proxima	1	0	0
Electrically operated projection screen	1	0	0
Television and VCR/DVD unit on rolling cart	1	25	25
Total			**1,000**

(Related support spaces for the Community Meeting Room, such as serving kitchen, furniture storage, etc., are shared within the program for the Conference and Educational Center.)